Fiji Medical & Dental Secretariat

**105 Amy St, Suva** I **P O Box 18914, Suva** I **Ph. +679 3303647** **I** [**www.fijimds.com**](http://www.fijimds.com)

**VACANCY**

The Fiji Medical & Dental Secretariat ***(Secretariat)*** provides administrative and secretariat services to the Fiji Medical and Dental Councils ***(Council)*** in accordance with the Medical and Dental Practitioner Act 2010.

The Council is empowered to protect the health and safety of the public in relation to the practice of medicine and dentistry; ensuring practitioners perform competently and conduct themselves with integrity and fairness.

The following role of the Secretariat is based in Suva, Fiji.

**FMDS 1/2024: REGISTRATION OFFICER – 1 POST**

The Registration Officer is responsible for the timely and accurate assessment of applications and the required documentation for the registration and annual renewal of licenses of practitioners in accordance with the legislation, regulations, standards, guidelines and established processes and procedures.

The position also facilitates advisory services for those that are seeking to register and practise medicine or dentistry in accordance with the governing legislation, regulations, guidelines and procedures.

The successful incumbent will be responsible for achieving the following core outcomes:

1. Registration

* Ensure that all applications received for registration and renewal of the licenses from practitioners are processed accurately and in a timely manner and filed as per the governing legislation, regulations, approvals, and the established processes and systems.
* Ensure that registers of medical & dental practitioners and medical & dental students are maintained and regularly updated in accordance with the legislations, regulations and as per the established processes and procedures.

1. Provision of timely reports and sound advice

* Facilitate and prepare report for the request of ‘Good Standing’ from practitioners of medical or dentistry services as and when requested.
* Provide monthly reports of the business units on a timely basis and as and when requested.
* Standardize businesses processes and systems for enhanced, effective and efficient services.
* Provide accurate and timely advice ***(written or verbal)*** on the registration and renewal of licenses for the practice of medicine and dentistry services received from various communications channels of the Secretariat including to correspondences that are general or complex including drafting of press releases related to registrations and licenses.

1. Corporate activities

* Provide cover for other staff in times of need.
* Adhere to organizations rules and regulations including training, professional development of self and subordinates and the Occupational Health and Safety for the care of own and others’ health and safety, identify and report any health and safety problem / hazard/risk and implement measures to rectify cause.
* Actively contributes in all other corporate activities for the benefit of the organization.

The person we seek should have a tertiary qualification in Management & Public Administration or equivalent OR equivalent relevant experience.

For further details of the above role, access the Role Description via the Fiji Medical and Dental Secretariat website [www.fijimds.com](http://www.fijimds.com)

***How to Apply:*** Email a cover Letter of no more than three pages which explains how you meet each of the outcomes and a CV including the names and contact details of 2 professional referees, with the **subject “FMDS 1/2024: REGISTRATION OFFICER”** to [info@fijimds.com](mailto:info@fijimds.com)

***Closing Date:*** Friday, 5 July 2024 at 4.00pm

For more information, contact Mrs Misau Whippy on email: [ceo-registrar@fijimds.com](mailto:ceo-registrar@fijimds.com) or [info@fijimds.com](mailto:info@fijimds.com)