



Fiji Medical & Dental Secretariat

105 Amy St, Suva | P O Box 18914, Suva | Ph. +679 3303647 | www.fijimds.com

The Fiji Medical & Dental 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 3/2025: DEPUTY REGISTRAR (re-advertised)

The Deputy Registrar is responsible for assisting the Chief Executive Officer & Registrar in ensuring that the Council and its committees are provided with quality, timely and relevant advice and administrative/secretarial support for the effective implementation of the Medical & Dental Practitioners Act 2010 (Act).

The successful incumbent will be responsible specifically for leading the achievement of the following critical outcomes:

1. Provision of Sound Policy / Legal Advice

- Provide sound policy advice / legal advice through the Registrar to the respective Council or Committee on their primary role of regulating the medical and dental practice in the public interest.

2. Provision of Secretariat and Administrative Support

- Provide secretarial support including promulgation / implementation of decisions of the Councils and Committees in terms conduct matters.
- Deputise for the Registrar where necessary.
- Actively contribute to all corporate requirements of the Secretariat, including planning, budgeting, training and other activities where required.

3. Communication and Relationship Management

- Manage notifications from members of the public or health services providers on the professional conduct of Medical and Dental Practitioners.

4. Organisational image, integrity & value standards at all times

- High degree of integrity
- Upholds the values of the organization at all times

The person we seek should have a **degree in Legal & Compliance OR Management & Public Administration OR Human Resource Management**, with 3 to 5 years' experience in a similar senior management position.

For further details about the role, please access the Role Description via the Fiji Medical and Dental Secretariat website www.fjimds.com.

How to Apply: Email a cover Letter of no more than three pages which explains **how you meet each of the 4 outcomes stated above.**

Also submit a CV including the names and contact details of 2 professional referees. Subject of application would be "**Deputy Registrar – Fiji Medical & Dental Secretariat (re-advertised)**".

Application to be emailed to info@fjimds.com

For more information, contact Mrs. Misau Whippy on email: ceo-registrar@fjimds.com; **Closing Date: 4pm, Friday, 28 November 2025**