



Fiji Medical & Dental Secretariat

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

ROLE DESCRIPTION

Particulars of the position

Role:	Deputy Registrar, Fiji Medical & Dental Secretariat
Annual Salary:	Band I
Location:	Suva
Reports to:	Chief Executive Officer (CEO) & Registrar
Direct Subordinates:	Complaints Officer
Indirect Subordinates:	-

Overview of the Organisation

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 Position

The position supports the Chief Executive Officer & Registrar in the day to day running of the Fiji Medical and Dental Secretariat (**'Secretariat'**).

Key Duties

The position will achieve its purpose through the following key duties:

1. Provision of Sound Policy / Legal Advice

- Provide sound policy / 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 of 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

Key Performance Indicators

Performance will be measured through the following indicators:

1. All reports / meeting minutes are done and submitted to Registrar / Professional Conduct Committees in a timely manner.
2. All decisions of the Councils and Committees are promulgated promptly.
3. All responsibilities are carried out in compliance with applicable law / legislation and within budget.
4. All corporate and administrative services provided in accordance with legislative requirements and approved organisation policy and procedures.

The Person

In addition to a degree in Legal and Compliance OR Management & Public Administration OR Human Resource Management or equivalent, the following skills, abilities, knowledge and experience are also required:

Knowledge and Experience

1. 3 to 5 years' experience in a similar senior management position.
2. Experience in providing sound policy advice / legal advice to Councils/Committees or to a similar organisation.
3. Experience within a complex administrative and service-orientated environment with the ability to apply legislation, policy and procedure requirements against diverse materials/documents to articulate a reasoned response or decision.
4. Knowledge and understanding of the law including disciplinary guidelines.

Skills and Abilities

1. Demonstrated ability to provide administrative and secretarial services to Councils/Committees or to a service-oriented environment in an effective and efficient manner.
2. Demonstrated organisational and problem-solving skills, including the ability to effectively prioritise and manage multiple tasks and deadlines.
3. Demonstrated attention to detail and the ability to record data and information with a high degree of accuracy.

4. Excellent ability to communicate and accurately converse in a clear manner (**oral and written**), providing timely information to customers, stakeholders and representation to maintain productive working relationships (locally and internationally).
5. Ability to cope with change, setbacks and to demonstrate resilience in a changing environment or lead change management and organise activities related to change management; and
6. Service oriented approach with perseverance and a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility

Applicants for employment in the Fiji Medical & Dental Secretariat (**'Secretariat'**) must be Fiji Citizens, under the age of 60 years, in sound health and with a clear police record. The successful applicant will be required to provide a **medical report** and **police clearance** as a condition of employment.

The Secretariat is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.