

Position Title: Surveillance Officer

Duration: 6 months

Duty Station: Tamavua Public Health Campus - FIPHR

Terms of Reference

The Fiji Ministry of Health and Medical Services (MHMS) is committed to strengthening surveillance systems for blood-borne viruses and sexually transmissible infections (BBVSTIs), including HIV, hepatitis B and C, syphilis, chlamydia, and gonorrhoea. Public health surveillance is a critical component of the national response to BBVSTIs, enabling timely public health action, monitoring of disease trends, and evaluation of program effectiveness.

To support divisional-level implementation of surveillance activities, MHMS is recruiting a Divisional BBVSTI Surveillance Officer through Fiji National University. This role will contribute to the collection, analysis, and reporting of BBVSTI data, and support the integration of surveillance into routine clinical and public health practice.

Objective

The Divisional BBVSTI Surveillance Officer will work closely with divisional and national public health teams to strengthen BBVSTI surveillance systems. The officer will support data collection from sentinel sites, national case reporting, assist with data quality assurance, and contribute to reporting and dissemination of surveillance findings. The role will also involve capacity building and stakeholder engagement to improve surveillance practices.

Deliverables

The work will entail but not be restricted to the following

- Support routine extraction and collation of BBVSTI surveillance data from national case reporting, sentinel clinics, laboratories, and health facilities.
- Assist with data entry, cleaning, and management.
- Conduct regular data quality checks and support facilities in improving data completeness and accuracy.
- Assist in preparing divisional surveillance reports and contribute to national reporting.
- Support the development and delivery of training and workshops for health workers on BBVSTI surveillance.
- Maintain comprehensive records of surveillance activities and outcomes.
- Assist in the follow-up of cases and data validation processes as required.
- Collaborate with divisional staff to ensure integration of surveillance into service delivery.
- Ensure adherence to national guidelines, ethical standards, and data protection protocols.
- Participate in divisional and national meetings related to BBVSTI surveillance and response.

Qualification and Experience

- Bachelor's qualification in public health, epidemiology, health sciences, or a related field.
- At least 2 years of related work experience
- Demonstrated interest in public health surveillance and infectious disease control.
- Strong organisational and communication skills.
- Experience with data collection and management systems.
- Ability to work collaboratively with diverse stakeholders.
- Proficiency in Microsoft Office and data entry platforms.
- High-level proficiency in Microsoft Excel.
- Commitment to confidentiality and ethical standards.



Supervision

The Associate Dean Research and/or the delegate will be the immediate supervisor to the incumbent during the term of this contract on all matters including quality assurance, technical feedback, and evaluation.

Term of Contract

The term of this contract is for 6 months.

Salary

You will be paid FJD 17,000 - 25,000 gross per annum.