

Annex 7: FHSSP Program personnel

Long term personnel			
Position	Name	Duration	Comments
Program Director	Rosalina Sa'aga Banuve	Full time	Responsible for the Implementation of the FHSSP and Program oversight. Works closely with the Senior Program Administrator to ensure that the program meets its objective is implemented with strong financial and governance principles. The Program Director leads and mentors Program staffs and Ministry of Health teams as required.
Deputy Program Director/Technical	Asinate Boladuadua	Full time	Assist the Program Director in the oversight of the Program key objectives. Strengthen key components of the health system to support decentralised service delivery.
Senior Program Administrator	Karen Kenny	Full time	Responsible for implementation of the FHSSP from an operational perspective. Works closely with the Program Director to ensure that the Program is implemented with strong financial and governance principles. The Program Administrator provides an effective link between JTAI and the FHSSP.
Technical Facilitator – Safe Motherhood	Mereani Tukana	Full time	To support the Fiji MOH to Institutionalise a Safe Motherhood Program at decentralised Levels.
Technical Facilitator – Infant & Child Health	Kylie Jenkins	Full time	To support the Fiji MOH to institutionalise a 'healthy child' program throughout Fiji.
Technical Facilitator – Diabetes	Margaret Cornelius	Full time	To improve prevention and management of diabetes and hypertension at decentralised levels.
Technical Facilitator – Preventive Health Care	Ateca Lepper	Full time	To revitalise an effective and sustainable network of village/community health workers (VHW/CHW) as the first point of contact with the health system for people at community level
Assistant Technical Facilitator	Amini Mucunabitu	Full time	To assist the Deputy Program Director to deliver technical advice and facilitation and provide input into of M&E and Public Health Information activities to ensure effective and efficient coordination of activities.
Office Manager	Va Nailele	Full time	Responsible to the Program Director & Senior Program Administrator for the core administrative and operational program tasks for FHSSP. Assists the Senior Program Administrator with the day-to-day management of the

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			Administrative Team.
Project Coordinator	Florence Masianini	Full time	Work with the Technical Facilitators to provide divisional support for planning and monitoring activities. Responsible for FHSSP communications and project verification activities.
Finance Officer	Vinita Prasad	Full time	Responsible for the administrative and financial tasks
Payroll and Finance Officer	Annu Pillay	Full time	Responsible for payroll, finance and administrative tasks
Jnr IT & Admin. Assistant	Jiuta Saranuku	Full time	Support Information Technology and Office administration
Office Assistant	Miriama Seru	Full time	Responsible for keeping the FHSSP Office in a clean and tidy state, as well as assist with the Program general errands and functions.
Driver	Alipate Vatuwaliali	Full time	Responsible for driving FHSSP staff as required both in Suva and on Viti Levu, maintaining the vehicles and assisting with general Program errands as required.
Technical Advisers			
M&E Mentor	Don Lewis	15 days between Jul – Dec 2011	Provide advice and guidance PHIS and M&E to Technical Facilitators and local counterparts at MOH. Assist the local counterpart to develop work plans in PHIS and M&E to achieve the goals of the FHSSP in their key technical areas.
Safe Motherhood Mentor	Clare Whelan	5 days a month from July 2011	Mentor Safe Motherhood Technical Facilitator, advise the M&E, PHIS team in developing an M&E Framework for FHSSP and provide ongoing in country support and advice as needed to the M&E team.
Policy and Planning Adviser	TBA	Full time	To be embedded in the MoH Policy, Planning and Analysis Division to work with MoH counterparts to strengthen planning and monitoring capacity across all levels of the health system
PHIS short term adviser	Don Lewis	2 weeks input in Oct – Nov 2011	To develop a plan of support for the Public Health Information System implementation in 2012.
Technical Support Officers			

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Development of Safe Motherhood Protocols & Guidelines	Meliki Ceinaturaga	Sept-Dec 2011	Coordinate the development and process for the birth preparedness and complication readiness training Packages and the Sub divisional Obstetric Emergencies pocket manual
Identification of Facility Upgrade Requirements for Safe Motherhood	Oripa Niumataiwalu	Sept-Dec 2011	Compile audit of facilities and equipment for delivery of safe motherhood. Visits and reference to following reports: <ul style="list-style-type: none"> • Role delineation (RD) Report 2008. • Health Workforce review Report 2009/2010 • Fiji Assessment of EmONC Facilities 2010
Infant & Child Health – CEHS	Aloesi Qadriu	Sept-Dec 2011	Focal person for the National Paediatric Hospital (CWM) and will be required to conduct the following tasks for nursing station, sub divisional, divisional and national levels for central and eastern divisions. Focal person for the collation of the EPI Data nationally.
Infant & Child Health – NHS	Ana Naivalu	Sept-Dec 2011	Focal person for Child Health and FHSSP for NHS and for collating the results of the neonatal and paediatric equipment audits nationally
Infant & Child Health – WHS	Amelia Railala	Sept-Dec 2011	Focal person for Child Health and FHSSP in the WHS is responsible for the coordination and collation of the IMCI training registers nationally.
Audit of NCD toolkits and SOPDs	Taina Gucake	Sept-Dec 2011	Audit the distribution and content of the Non Communicable Disease (NCD) Tool Kits in the divisions, identifying the gaps in resources, processes, training and concurrently scoping the need for upgrading the identified pilot health facilities for provision of comprehensive NCD management and complication screening services.
Audit of NCD training Packages	Poonam Padayachi	Sept-Dec 2011	A thorough audit of the training packages available for training of health workers at various levels in the management of Diabetes and other NCDs is needed to help reduce the burden of NCDs in Fiji.
CHW Curriculum Development	Vika Tikinitabua	Sept-Dec 2011	Compile the training package for Community health worker and conduct awareness training in the use of the training package at Divisional and Sub Divisional level. Works closely with the MoH CHW Training Package Review Committee.
CHW Situation Analysis	Josua Ligairi	Sept-Dec 2011	Conduct the situation analysis on community health worker. Identify potential partners and opportunities for more effective intervention, especially at community level. Works closely with the MoH CHW Steering Committee.
Hospital and Clinical Services	Luisa Waqanika	Sept-Dec 2011	Provide support to the Deputy Secretary Hospital Services for implementation, coordination and the maintenance of quality project management, reporting systems and

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			procedures for Clinical Services activities.