

## Assignment Description

### Senior Human Resources Development Specialist (Health)

Employer	Ministry of Health, Palau
Location:	Koror, Palau
Background	<p>This assignment is aligned with the Government of Australia's partnership agreement with the Government of the Republic of Palau which was signed in August 2010. The partnership supports Palau's approach to increase the sustainability and quality of clinical care through reducing the demands of the hospital system, as outlined in the Ministry of Health Public Health Strategic Plan. Increasing the public's awareness of health issues and disease prevention are central to creating a high quality, affordable health care system. The partnership acknowledges Palau's intention to take forward an integrated approach, aiming to more effectively link the knowledge and practice of the clinical and environmental health elements of the workforce. This will require considerable investments in the skills and knowledge base of the health care workforce, including those working directly or indirectly in health promotion and disease prevention. The partnership acknowledges that in order to create a suitably skilled workforce (both clinical and public health); people entering the health sector have a sufficient level of English, Mathematics and Science knowledge to undertake the relevant health specific training.</p> <p>As a nation, Palau faces various health challenges including emerging and chronic diseases while trying to reduce the risk of obesity, tobacco use, alcohol abuse and sedentary lifestyle. Health issues of climate change, globalisation and modernity has moved the health sector toward the centre of social change within society. Creating healthy workplaces is one of the eight thematic areas of the Palau National Health Strategic Plan and the organising principle behind these terms of reference. The Ministry of Health is committed to improving the health and wellbeing of its clients in addition to protecting and promoting the health of its workforce. Training and education are an integral part of creating healthy workplaces and establishing a well trained high quality and organisationally cohesive health workforce. The ministry employs over 350 people and incorporates the activities of the Administration, the Bureau of Clinical and Hospital Services and the Bureau of Public Health. Through its two Bureaus, The Ministry of Health provides comprehensive primary, secondary and curative health care services as well as preventative health care. In June 2005, the Ministry of Health adopted a vision and mission statement which embraced a holistic definition of health, the Ministry's goal is to move beyond the traditional bio-medical approach of healthcare.</p> <p>Working closely with the Office of the Minister and the Human Resources Development (HRD) Office, this assignment is divided into two distinct planning stages. Stage one will focus on the development of an HRD plan for the Clinical Services Division. The second stage will focus on development of a broader Human Resource Strategy for the entire Ministry of Health to include clinical, management, support and administration staff.</p>

Assignment objectives	<ul style="list-style-type: none"> <li>• To improve the competency and skills base of the health sector workforce</li> <li>• To build the HRD skills of a local counterpart</li> </ul>
Length of assignment:	The assignment will commence in early 2011 for a 24 month period
Reports to:	The Minister for Health
Duties and responsibilities:	<p><b>1. Develop a human resource plan for the Clinical services division</b></p> <ul style="list-style-type: none"> <li>• Conduct needs assessment for human resource mapping and succession planning for clinical workforce</li> <li>• Develop an education recruitment plan</li> <li>• Develop a career ladder and bridging program for current health workforce</li> <li>• Undertake human resource management training for Clinical Management staff</li> <li>• Develop partnerships with educational institutions for delivery of higher learning accredited curricula and degree programs</li> <li>• Develop a continuing medical education plan, database and tracking system</li> </ul> <p><b>2. Develop an overall human resources strategy for the Ministry of Health</b></p> <ul style="list-style-type: none"> <li>• Conduct overall needs assessment for the Ministry (HR Audit)</li> <li>• Develop a plan for an educational pipeline from school to professional health training</li> <li>• Help develop a bridge training program for the current health workforce</li> <li>• Overall human resources for health planning</li> <li>• Conduct Human Resource management training</li> <li>• Develop partnerships with local education institutions for delivery of higher learning</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Work alongside a local counterpart to develop their capacity to ensure long-term sustainability of HRD efforts within the Ministry</li> <li>• Provide a report to AusAID through Australian Volunteers International detailing the work plan approximately 8 weeks after commencing in the position;</li> <li>• Provide 6 monthly reports to AusAID through Australian Volunteers International on implementation of the above;</li> <li>• Carry out other duties as requested.</li> </ul>
Selection Criteria	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in Health related and/or Human Resources Management</li> </ul> <p><b>Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience working as a Clinician</li> <li>• Strong background in HR Development, Hospital Administration and Planning</li> <li>• Previous experience living and working in a developing country (particularly in the Pacific or small island states) is desirable but not essential</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• High level interpersonal, leadership, representation and communication skills</li> <li>• Commitment to team work, coaching and mentoring other people</li> <li>• Ability to cope with cultural isolation and a standard of living that may be different</li> <li>• Patience, tolerance and flexibility</li> <li>• The ability to live and work in a new cultural setting</li> <li>• A preparedness to work with limited resources within a challenging environment</li> </ul>

Remuneration:	<ul style="list-style-type: none"> <li>The employee will be provided with a supplementary allowance of AUD\$125,000 per annum will by AusAID via Australian Volunteers International</li> <li>The employee and accompanying dependents, where applicable, will be provided with airfares at the commencement and completion of the placement, plus basic travel insurance and emergency evacuation insurance</li> <li>An additional allowance of AUD\$7,800 per annum for each dependent child</li> <li>An establishment allowance of at least AUD\$7,200* will be provided to assist with pre-departure medical, vaccinations, relocation costs, passport fees and costs of setting up in-country</li> <li>A return allowance of at least AUD\$2,400* to assist with the return transportation of goods to home and return medical/s will also be provided</li> </ul> <p>*Allowance will vary depending on whether employees are single or accompanied</p>
Accommodation and utilities	<ul style="list-style-type: none"> <li>Accommodation will be provided by the employer</li> <li>Utilities (gas, electricity, water and telephone) are at the expense of the employee</li> </ul>
Work hours/days	<ul style="list-style-type: none"> <li>Official work hours are 8.00am – 5.00pm Mon-Fri</li> <li>Sick leave provision for Government of Republic of Palau employees is accrued every two weeks (4 hours) approximately 104 hours per annum</li> <li>Annual leave provision for Government of Republic of Palau employees is accrued every two weeks (6 hours) approximately 156 hours per annum</li> <li>In addition the Republic of Palau observes a number of public holidays</li> </ul>
Additional information	<ul style="list-style-type: none"> <li>Employees and any accompanying dependents will take part in a pre-departure briefing run by Australian Volunteers International in Melbourne</li> <li>Additional support will be given to the employee by Australian Volunteers International's Melbourne based PACTAM Project coordinator for the Republic of Palau. Apart from communications via letter, email, telephone and fax, the PACTAM Project coordinator will meet at least once with the employee in country</li> <li>Confirmation of appointment is subject to: <ul style="list-style-type: none"> <li>➤ <i>Formal approval from AusAID and the employer</i></li> <li>➤ <i>Procurement of visa and work permits</i></li> <li>➤ <i>A satisfactory medical examination for the applicant and accompanying dependents;</i></li> <li>➤ <i>A satisfactory criminal record check by the Australian Federal Police for the applicant and all accompanying adults</i></li> </ul> </li> <li>Professional Indemnity insurance will be discussed at interview</li> </ul>
Background	<ul style="list-style-type: none"> <li>Australian Volunteers International is an Australian based non-government aid agency primarily involved with the provision of technical assistance to developing countries</li> <li>The Government of the Republic of Palau has asked for assistance in recruiting and supporting the above position through the Pacific Technical Assistance Mechanism (PACTAM).</li> <li>PACTAM is funded by the Government of Australia through its official Aid Agency, AusAID, and is managed by Australian Volunteers International</li> <li>PACTAM places skilled personnel to work with Host Organisations within the Pacific Region to assist in meeting their human resources needs, and to respond to emerging development needs</li> </ul>
Applications	<p>This assignment description contains information AVI has obtained from the employer at this point of time and is subject to change.</p> <p>Applications are preferred via our on-line application form. If you are applying by email, please type the position number in the subject line of your message. In your cover letter, <b>please address the selection criteria outlined in the assignment description</b>. A current curriculum vitae, including the names and contact details of one personal and two professional referees and copies of your formal qualifications should also be attached. Referees will not be contacted without prior consent.</p>

Posted applications should be addressed to:-  
Recruitment Services  
Australian Volunteers International  
PO Box 350  
Fitzroy VIC 3065  
Fax: (03) 9419 0976  
E-mail: [recruit@australianvolunteers.com](mailto:recruit@australianvolunteers.com)

Australian Volunteers International is strongly committed to protecting the rights of children. We adhere to laws in Australia and foreign countries regarding child exploitation and support Childwise and ECPAT International.