

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Chief Health Inspector	3. Salary Level: 6 - 5/4	4. Division: Environmental Health Services (EHS) Division of Public Health Services
5. Reports To: Director of Public Health	6. Direct Reports: <i>Director of Public Health</i>	
7. Primary Objective of the Position: To strengthen delivery of Health Services to the I-Kiribati Community through the Environmental Health Services by reduction of not control of food, water, sanitation and vector borne and related diseases.		

8. Position Overview	
9. Financial: Up to \$14,00.00 or more	10. Legal: Food Safety Act,2006 Public Health Ordinance Food regulations Quarantine Ordinance
11. Internal Stakeholders: <ul style="list-style-type: none"> • Senior Health Inspector • Health Inspectors • Assistant Health Inspector • Health Assistant • Doctors, • Hospital PNOs • Nurses • Medical and Para Medics • Medical Assistants & Public Health Nurses and Nurse Aides <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Submit EH Progressive report and equipment inventory on a quarterly basis 	12. External Stakeholders: <ul style="list-style-type: none"> • Ministry of Environment (Expert Group) • Kiribati Adaptation project • Local councils • Combined Law Agencies Group • Food safety stakeholders such as Agriculture, Fisheries, Customs, Attorney General, Ministry of Internal Affairs, Chamber of Commerce • Kiribati National Expert Group • Outer Islands Local Councils

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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<p>Well documented environmental Health data base on water and sanitation, food and vector control</p>	<ul style="list-style-type: none"> • Monitor and check data base for all Environmental Health program and activities • Ensure that information on all environmental health programs and activities are correct and genuine and disseminated to the concerned authorities and working partners 	<ul style="list-style-type: none"> • Numbers of accurate reports disseminated • Existing and status of EH water and sanitation data base
<p>Sector collaboration enhancement</p>	<ul style="list-style-type: none"> • Representation of the Ministry of Health in external committees and national workshops that are related to EH programs • Dissemination and dispersement of genuine and right information on all environmental health programs and activities to the concerned authorities and working partners 	<ul style="list-style-type: none"> • Number of meetings and workshops attended • Number of accurate reports disseminated

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Risk: Most subordinate staff have no formal qualifications and thus had adverse effect on their performances therefore there is a need for vigorous trainings otherwise output were not up to expectation • Stress: Predetermined outputs at times do not match the annual operation current budget and funding of all Environmental Health programs rely heavily on external donors. 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Bachelor in Environmental Health or Applied Science</p> <p>Experience: Had been working in the force for at least 5 years. Should have held a senior managerial post for at least two years.</p> <p>Specialized Training: Supervisory and Management skills</p>

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11.2 Key Attributes (Personal Qualities):

Knowledge

- Customer and Personal Service
- Environmental Health Service
- English
- Clerical
- Computers and Electronics

Skills:

- Communication skills
- Active Listening
- Reading Comprehension
- Social Perceptiveness
- Monitoring
- Writing proposal

Attributes

- Efficient
- Effective
- Innovative
- Creative
- Approachable
- Cooperative
- Fair
- Workaholic
- Dedicated
- sharing
- interested in meeting people

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