

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Program Manager	3. Salary Level: L8-7	4. Division: Public Health Services
5. Reports To: Secretary	6. Direct Reports: Director of Public Health	
7. Primary Objective of the Position: Overall management of public health programs within the Ministry of Health and Medical Services		

8. Position Overview	
9. Financial: up to \$4,143 or more	10. Legal: Medical Act
11. Internal Stakeholders: Secretary, Director of Public Health To be referred to Manager: Matters that required approval	12. External Stakeholders: Patients To be referred to Manager
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>	

This 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.

Approved by:	Date of Issue:
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<ul style="list-style-type: none"> ▪ <i>KDP/KPA: 3 Health</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan: Support Services</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> • In line with the National Health Strategic plan, to address issues relating to the concerned program; aligned with KPA 3 	<ul style="list-style-type: none"> • Overall management of the program 	<ul style="list-style-type: none"> • Satisfactory management of the program
	<ul style="list-style-type: none"> • Responsible for the programs proposals, providing management skills and alignments with NHSP and donor's agreement for implementation 	<ul style="list-style-type: none"> • Meeting deadlines or submissions of reports and proposals
	<ul style="list-style-type: none"> • Overall coordinating of activities under program's annual plan, liaising with relevant donors for support 	<ul style="list-style-type: none"> • Satisfactory performance of program
	<ul style="list-style-type: none"> • Plan the program's objectives for the year and ensure their achievement 	<ul style="list-style-type: none"> • Contributions towards the National Health Strategic, objectives actions
	<ul style="list-style-type: none"> • Submit budget plan/proposal to relevant donors and informing MHMS on behalf of the program 	<ul style="list-style-type: none"> • Cost effective implementation of planned activities
	<ul style="list-style-type: none"> • Monitor and evaluate progress of program ensuring the implementation is satisfactory 	<ul style="list-style-type: none"> • Well managed resources contributing to overall public health services management

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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none">Inadequate human and financial support for effective implementation and management of the program, commitment and dedication, nepotism/favoursim, maturity and exposure	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Bachelor Degree in Public Health management</p> <p>Experience:</p> <p>Prerequisite:</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">A matured and experienced person who is committed, passionate and dedicated to carry out such roles. Also to have patience and leadership quality to ensure equality and justice is practiced at all times

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