

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Ministry: Ministry of Health and Medical Services

1. Position Title: Graphic Artist	2. Salary Level: 16-14/13-12	3. Division: Public Health Services
4. Reports To: Senior Health Promotion Officer	5. Direct Reports: Chief Health Promotion Officer	

6. Primary Objective of the Position:
To support the Ministry to design and develop good quality public information, education and communication (IEC) materials. Other roles are to assist and give advice on IEC materials development

7. Position Overview

9. Financial: NA	10 Legal: NA
11. Internal Stakeholders: <ul style="list-style-type: none"> • HODs and programme managers To be referred to Manager: <ul style="list-style-type: none"> • Decision making & advice outside his/her scope of work • Queries, demands by HODs and programme managers • Any other related issues beyond his/her control 	12. External Stakeholders <ul style="list-style-type: none"> • Other ministries and NGOs To be referred to Manager <ul style="list-style-type: none"> • Clear instruction of responsibilities related to outside request on IEC materials production • Any other activities required of him/her

13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
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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.

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Quality audio and visual materials	<ul style="list-style-type: none"> • Prepare, design and illustrate manually or electronically on any specific medium • Continual support on all audio and visual production in the Ministry • Solely responsible for all IEC development • Attend to all urgent requests at all times 	<ul style="list-style-type: none"> • Progress report on IEC materials • Ongoing users evaluation • Meet deadlines
Advise and assist in the designing of audio and visual materials	<ul style="list-style-type: none"> • Assist and provide support where necessary for quality production 	<ul style="list-style-type: none"> • Quality audio and visual materials
IEC materials available on MHMS website	<ul style="list-style-type: none"> • Provide support to IT for IEC materials availability on the MHMS website • Responsible for a monthly/quarterly update on the website 	<ul style="list-style-type: none"> • Monitor and report progress of website • Monthly/quarterly report on IEC materials uploaded

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • May be assigned to work after hours during special occasions for social marketing • May be assigned to various working environment in any other health programmes • Face multiple requests for audio and visual assistance • ONLY provider for all audio and visual materials in the ministry • Timely reports 	<p>11.1 PQR (Position Qualification Requirement): Education: Diploma in Graphic Design</p> <p>Experience: 3 year work experience in the filed</p> <p>Job Training: Should have completed a training in desktop publications</p> <p>Prerequisite: should at least have graphic and art expertise with screen printing and studio recording skills</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge <ul style="list-style-type: none"> ○ Customer and Personal Service ○ Excellent written and oral communication skills

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	<ul style="list-style-type: none">○ Knowledge and experience in desktop publishing○ Ability to prioritise tasks and to complete them quickly and accurately○ Commitment to working effectively within a team <p>2. Skills:</p> <ul style="list-style-type: none">○ Speaking○ Active Listening○ Critical thinking○ Reading Comprehension○ Monitoring/Evaluation <p>3. Attributes</p> <ul style="list-style-type: none">○ Efficient○ Effective○ Innovative○ Creative○ Approachable○ Cooperative○ Fair○ Dedicated and hardworking○ Interested in meeting people○ Strong and fit
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