

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Ministry: Ministry of Health and Medical Services		
1. Position Title: National eye coordinator	2. Salary Level: 6-5	3. Division: : Eye department
4. Reports To: DHS/DDHS	5. Direct Reports: Ophthalmology HOD	
6. Primary Objective of the Position: Coordinate all eye care programs within the Kiribati Islands		

7. Position Overview		
9. Financial:	10 Legal:	
11. Internal Stakeholders: To be referred to Manager:	12. External Stakeholders: To be referred to Manager	
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1. -	1. Coordinate cataract outreach screening and outreach surgery.	Cataract surgical rate/year

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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Key Area 2	2. Refraction outreach program and other eye care services to schools aged population	Rate of referrals from schools and community
Key Area 3	3. Coordinate Trachoma program	Working towards elimination of Trachoma by 2020
Key Area 4	4. Coordinate Diabetic program	Diabetic eye screening coverage for all diabetic patients
Key Area 5	5. Supervised senior ophthalmic allied personnel with their program	Senior ophthalmic allied personnel annual staff performance appraisal report
Key Area 6	6. Keep each program data and analyses data for future planning	Data reporting
Key Area 7	7. Liaise with other outreach program for integration of eye care services in existed programs	Intergration with other programs
Key Area 8	8. Work with other stakeholders with the established programs	
Key Area 9	9. Involve in the outreach program if needed	

10. Key Challenges	11. Selection Criteria
	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ol style="list-style-type: none"> 1. Nursing background and other public health background with basic ophthalmic background <p>Certificate of Nursing/Bachelor of Nursing or Public health with any eye background i.e. PGDEC/PGCEC/PGCDEC</p>

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	<p>Experience:</p> <ul style="list-style-type: none">• Good experience in managing or coordinating health programs or other programs• Familiar with main hospital and primary health setting <p>Job Training: N/A</p> <p>Prerequisite: N/A</p>
	<p>11.2Key Attributes (Personal Qualities):</p> <p>1. Knowledge:</p> <ul style="list-style-type: none">• Good knowledge of management ,• basic ophthalmic knowledge and epidemiology of eye disease,• understands primary eye care <p>2. Skills:</p> <ul style="list-style-type: none">• management and leadership skills• Proven excellent coordination skills.• Proficient in English• Report writing skills• Communications skills – both verbal and in writing.• Planning, budgeting and monitoring skills• Excellent facilitation skills• Competent IT skills (Microsoft Office)• Excellent project management skills <p>3. Attributes:</p> <ul style="list-style-type: none">• Communicating and influencing• Planning and organizing

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	<ul style="list-style-type: none">• Team working• Delivery and implementation• Flexibility to travel in country and abroad as required• Enthusiastic to complete the task
	11.3

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