

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Health and Medical Services		
<b>2. Position Title:</b> Transport Officer	<b>3. Salary Level:</b> 15-14	<b>4. Division:</b> Headquarters
<b>5. Reports To:</b> AS, SAS	<b>6. Direct Reports:</b> SRO for Transport AS/SAS	
<b>7. Primary Objective of the Position:</b> Ensure that all transports are allocated accordingly so that there are no complaints from the public and staff		

<b>8. Position Overview</b>		
9. Financial:	9. Legal: Road safety act	
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• Transport officers, Ambulance operators, Mechanics</li> <li>• Admin staffs, Doctors, Nurses</li> <li>• Kitchen staffs, and all MOH staffs that need assistance</li> </ul> <p>Without referred to Manager:</p> <ul style="list-style-type: none"> <li>• Daily operation duties; e.g Transport patients to and from TCH or Betio Hospital etc</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Breakdown of ambulances and other cases involving issues such as collisions etc</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• State own enterprises</li> <li>• Private Fuel-Depot companies</li> <li>• Private vehicle companies</li> </ul>	
<b>13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: KPA 3. HEALTH</i></li> <li>▪ <i>MOP Outcome: 3.6. Improved health services delivery</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan: Support Service, Kitchen, MHMS</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

*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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	<ul style="list-style-type: none"> <li>- Responsible for transport schedule and allocation from time to time</li> <li>- To see to it that all transports and ambulances are allocated accordingly to avoid complaints from staff and patients</li> </ul>	Staff and patients transport are well organized
<ul style="list-style-type: none"> <li>• Discipline and problem solving</li> </ul>	<ul style="list-style-type: none"> <li>- Responsible for solving personal issues that may arise from his/her subordinates</li> <li>- Responsible for overseeing that there is no problem and issue during his shift</li> <li>- Responsible for writing incident reports and report members of his shift that needed disciplinary actions</li> </ul>	
	<ul style="list-style-type: none"> <li>- To report to his supervisors any damage to vehicles that may be caused by members of his shift</li> <li>- To complete any other tasks that may be assigned to him from time to time by his supervisors</li> <li>- Ready to remain after working hours or return to work any time when needed</li> </ul>	Urgent tasks or issues are responded to as soon as possible

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• May have to work with difficult Ambulance operators and drivers</li> </ul>	<b>11.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> Form 6 or Form 5 with 1 year relevant work experience

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<ul style="list-style-type: none"><li>• Able to work on shift basis</li><li>• Resource are not enough</li></ul>	<p><b>Experience:</b> Should have at least 2 years work experience as an ambulance operator or a transport officer</p> <p><b>Job Training:</b> <b>Prerequisite:</b> Driving license A,B,C,D, E &amp; First aid certificate</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• Transportation- knowledge of principles and methods for moving hospital materials</li><li>• Public Safety and Security- knowledge of relevant equipment, polices, procedures to promote effective local or state road protection</li><li>• Customer and Personal service- knowledge and principles for providing satisfactory customer and personal services to patients, external and internal customers</li><li>• Leadership skills</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Speaking, Active listening, service oriented, coordination etc.</li></ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>• Efficient, Effective</li><li>• Innovative ,Creative</li><li>• Approachable, Cooperative</li><li>• Fair, hardworking and dedicated</li><li>• Sharing and interested in meeting and dealing with hospital patients, people, and MOH staffs</li></ul>
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