

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MHMS		
2. Position Title: Deputy Director Public Health	3. Salary Level: L4	4. Division: Public Health Division
5. Reports To: Director of Public Health / Director of Hospital Services / Director of Nursing / Secretary	6. Direct Reports: Director of Public Health	
7. Primary Objective of the Position:		
i) To assist Director of Public Health and other Directors to achieve all missions and visions of the Public Health Division as well as the whole Ministry, stated in the Kiribati National Health Strategic Plan		
8. Position Overview		
9. Financial: Range from \$18,522.40 to \$18,894.20	9. Legal: Infectious Diseases Regulations 2021 Public Health Ordinances 1977 Medical Services Act 1996	
11. Internal Stakeholders: Permanent Secretary HoDs - Health Information Unit, Nutrition Unit, Health Promotion Unit, Environment Health Unit, RMNACH unit, NCD Unit, TB/DOT/HIV/Leprosy Unit, All Public Health programs, Nursing and Hospital Division, WHO, To be referred to Manager:	12. External Stakeholders: WHO, UNICEF, UNDP, UNFPA, WB, State Owned Entities Public Sectors Private companies Public servant General Public To be referred to Manager	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: KPA 3: Health ▪ MOP Outcome: KPA 3: Health 		

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Financial Activities	<ol style="list-style-type: none"> 1) Human resources management for public health division 2) Assist in administration of the entire public health division 3) Assisting Director with managing public health financial resources. 4) Monitoring and evaluating each sections performances against their strategic plan and identifying areas need urgent assistance to boost up their performances. 5) Analysing hospital and public health data and assist to develop strategic health policies that improve the health of I-Kiribati people. 6) Involve in planning and budgeting development. 7) Mobilize resources in accordance with areas of need or reemerging needs that will compromise public health system 8) Involve and assisting the outbreak response team to do follow up of cases, case identifications and management of cases found. 9) Assist nurses to roll out all sort of vaccination programs, data collections and data analysis daily and provide report back to the team. 10) Working closely with the Nursing services to identify community health services gaps and come up with plans to fill in these gaps. 11) Developing cabinet papers for all public health issues, achievement, and way forwards. 12) Assist NCD, RMNCAH, EHU, HIU, Nutrition Unit and Public Health programs to achieve their goals by identifying their gaps ways forward to address these issues. 13) Ensuring that all quarterly reports from public health divisions submitted on time 14) Control, monitoring, and reporting of Recruitment new staff qualified public health personnel. 15) Assisting the concern unit coordination and preparation of new vaccines to roll out to outer islands 16) Systematically thinking on how to strengthen the hospital and public health care settings using innovative solutions. 	<p>Monthly</p> <ul style="list-style-type: none"> - Monthly reports on all section’s achievement – reports against their strategic plans. <p>Yearly</p> <ul style="list-style-type: none"> - Indicators measured and analysed - Annual Health Reports <p>Day to day</p> <ul style="list-style-type: none"> - Good administrative skills and outcome - Measured and analysed indicators - Number of activities set out. - Satisfaction of the people - Utilization of the money per task achieved - Data and results of key activities - Completion of activities set out by the Strategic Plan

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	<p>17) Assisting account team to evaluate and monitoring limited financial and equipment resources to ensure all public health resources are utilized accordingly.</p> <p>18)</p>	
Administrative Activities	<p>1) Training and development of staff in the unit so that they can perform their duties efficiently and effectively</p> <p>2) Looking for donors to fund activities that are not planned for, such as emergency outbreaks etc...</p> <p>3) Ensuring that all approved activities are executed on a timely manner.</p> <p>4) Liaise with donors to fund innovative solution that help improve health care services.</p> <p>5) Reporting to the Accountant General and Secretary of any new debts that are incurred</p> <p>6) Correspondence on behalf of the Secretary of public health projects and other public health matters.</p> <p>7) Looking for new clinics fundings and maintenances.</p> <p>8) Assisting EMC in all services they might need help with.</p>	<p>Yearly</p> <ul style="list-style-type: none"> - Provision reports on number of staff trained and who will be trained including formal and non-formal education. <p>Day to day</p> <ul style="list-style-type: none"> - Ensure that all queries from customers are attended on that day or a week depending on the nature of the query. For instance, the query relates to cargoes releases, licenses etc..
Supervision	<p>1) Supervise entire public health divisions and programs</p> <p>2) Supervising the activities carried out to ensure all are within their national strategic plans</p> <p>3) Supervise the HoD in the public health division and provide penalty accordingly.</p>	Daily and when required

10. Key Challenges	11. Selection Criteria
<p>Officer is to:</p> <ul style="list-style-type: none"> - The incumbent has to be efficient and effective in carrying out his/her duties in order to receive other benefits in terms of local/overseas travel - Willing and able to be more than most to assume additional duties even if it is beyond his/her assignment and working hours. 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Master's degree Public Health and other health related discipline</p> <p>Experience: 5 years in the Medical, Nursing and Public Health profession</p> <p>Job Training: Experienced health staff</p>
	<p>11.2 Key Attributes (Personal Qualities):</p>

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	<p>Knowledge Public Health professional Innovative and system health solutions Able to work with excel, word, publisher, and PowerPoint presentation Computer and electronics Clinical and public health skills and knowledge</p> <p>Attributes</p> <ul style="list-style-type: none">• Mature, reliable, responsible and having absolute honesty;• Willing to train and develop other public health skills when opportunities arise.
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