

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Senior Health Inspector	3. Salary Level: 8 - 7	4. Division: Environmental Health Services under Public Health Services
5. Reports To: DPHS	6. Direct Reports: <i>CHI</i>	
7. Primary Objective of the Position: To strengthen delivery of Health Services to the I-Kiribati community through the Environmental Health Services by reduction if not control of food, water, sanitation and vector borne and related diseases		

8. Position Overview	
9. Financial: Up to \$10,000.00 or more	10. Legal: Food Safety Act,2006 Public Health Ordinance Food regulations Quarantine Act Tobacco Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Chief Health Inspector • Health Inspectors • Assistant Health Inspector • Health Assistant • Doctors, • Hospital PNOs • Nurses • Medical and Para Medics • Medical Assistants & Public Health Nurses and Nurse Aides <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Prepare report on sanitation materials and equipment and submit it to CHI every quarter 	12. External Stakeholders: <ul style="list-style-type: none"> • Ministry of Environment (Expert Group) • Kiribati Adaptation project • Local councils • Combined Law Agencies Group • Food safety stakeholders such as Agriculture, Fisheries, Customs, Attorney General, Ministry of Internal Affairs, Chamber of Commerce • Kiribati National Expert Group • Outer Islands Local Councils <p>External matters from other Ministries</p> <ul style="list-style-type: none"> • Represent the Ministry of Health in National Experts Committee that are related to safe water, sanitation, safe food and vector

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<p>Without Referral to Manager:</p> <ul style="list-style-type: none"> • Delivery of water and sanitation materials and equipment to the Village Welfare groups and Councils • Maintain adequate supply of equipments and materials form water and sanitation duties • Supervises the daily movement of all subordinate staffs 	<p>control</p> <ul style="list-style-type: none"> • Give evidences/ statement during court proceedings • Procurement of equipment and other materials
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA: KPA 3. HEALTH**
- **MOP Outcome: 3.1. Reduced population growth, 3.2. Reduced maternal morbidity (including macro and micro nutrient deficiency) and mortality, 3.3. Reduced child morbidity (including malnutrition and childhood injury prevention) and mortality, 3.4. Reduced burden & incidence of communicable diseases (TB, leprosy, lymphatic filariasis), 3.5. Reduced burden and incidence of other diseases (Non Communicable diseases), 3.6. Improved health services delivery**
- **Divisional/Departmental/Unit Plan: Environmental Health Services**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Key Area 1. Well trained and informed subordinate staffs</p>	<p>Advise and conducts in house trainings to subordinate staffs</p> <p>Assist with lecturing MA's KSoN students</p> <p>Develop training program for hawkers and roll out training to hawkers (annual)</p> <p>Dissemination and disbursement of information on all environmental health programs and activities to the staffs, concerned authorities and working partners</p> <p>Give guidance and support to the subordinate staffs during the execution of all Environmental Health</p>	<p>Number of subordinate staff trained and training sessions conducted</p> <p>Subordinate staff efficiency and effectiveness in executing duties thus staffs job satisfaction meaning that their jobs are well done</p> <p>Numbers of reports disseminated</p> <p>Subordinate staff efficiency and effectiveness in executing duties thus</p>

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	program and activities	staffs job satisfaction meaning that their jobs are well done
Key Area 2. Well documented environmental Health data base on water and sanitation, food and vector control	Creates and maintains data base for all Environmental Health Program and activities Review data and interpret where necessary Disseminate important data to the concerned partner and/or authority	Existing and status of EH water and sanitation data base
Key Area 3. Sectoral collaboration enhancement	Representation of the Ministry of Health in national committees related to EH programs Dissemination and disbursement of information on all environmental health programs and activities to the concerned authorities and working partners	Number of meetings attended Number of reports disseminated
Management	Manage the EH in the absence of the Chief Health Inspector Assist with or develop EH budget on annual basis Assist with or develop/review annual work plans Assist with the IHR requirements Assist with sharing to INFOSAN (international food safety network) Assist with the climate change and Disaster Risk Reduction component from Health	Management of all EH activities and tasks are coordinated There is always someone to guide the EH International commitments are captured as part of the job

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	Assist with the administration of the All-Hazard Response Plan (Public Health Emergency Preparedness and Response Plan)	
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Risk: Most subordinate staff have no formal qualifications and thus had adverse effect on their performances therefore there is a need for vigorous trainings otherwise output were not up to expectation • Stress: Predetermined outputs as times do not match the annual operation current budget and funding of all Environmental Health water and sanitation programs rely heavily on external donors 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Bachelor in Environmental Health</p> <p>Experience: Had been working in the force for at least 2 years. Should have held a senior managerial post for at least two years Should have attained Level One of the EH competency level</p> <p>Job Training: Supervisory and Management skills</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Customer and Personal Service • Environmental Health subjects • English • Clerical • Computers and Electronics <p>Skills:</p> <ul style="list-style-type: none"> • Good communications skills • Active Listening

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- Reading Comprehension
- Social Perceptiveness
- Monitoring

Attributes

- Efficient
- Effective
- Innovative
- Creative
- Approachable
- Cooperative
- Fair
- Workaholic
- sharing
- Possesses sense of humor

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