

# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

Ministry: Ministry of Health and Medical Services		
1. Position Title: Receptionist	2. Salary Level: 18 - 15	3. Division: Public Health Services
4. Reports To: Chief Health Inspector	5. Direct Reports: Senior Health Inspector	
6. Primary Objective of the Position: To strengthen the data management of the Environmental Health Services by compiling all data generated in the execution of EH duties		
7. Position Overview		
9. Financial:		10 Legal:
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>Health Inspectors</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>Important matters from data compiled that was missed</li> <li>Issues from the community received when everyone was out</li> <li>Requests for data from anyone</li> </ul>		12. External Stakeholders: <ul style="list-style-type: none"> <li>EH stakeholders</li> </ul> To be referred to Manager <ul style="list-style-type: none"> <li></li> </ul>
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> <li>KDP/KPA:</li> <li>MOP Outcome:</li> <li>Divisional/Departmental/Unit Plan:</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.

Approved by:	Date of Issue:
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Well documented environmental Health data base on water and sanitation, food and vector control	<p>Ensure that data base for all Environmental Health program and activities are up to date</p> <p>Responsible for keeping/filing important notices and documents for EH</p> <p>Keep records of all complaints received by phone when all field officers are in the field</p> <p>Ensure timely reporting of all documented needs related with the program</p> <p>Keep records for court cases</p> <p>Assist with other EH needs as delegated</p>	<p>Existing and status of data base for EH programs</p> <p>Updated database</p>
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<b>10. Key Challenges</b>  <b>Risk:</b> 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  <b>Stress:</b> Predetermined outputs at times do not match the annual operation current budget and funding of all Environmental Health water and sanitation programs rely heavily on external donors	<b>11. Selection Criteria</b>  <b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Form 6  <b>Experience:</b> Registry experience and database is an advantage  <b>Job Training:</b> Registry and database  <b>Prerequisite:</b>
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	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>o Customer and Personal Service</li> <li>o English Language</li> <li>o Clerical</li> <li>o Computers and Electronics</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>o Speaking</li> <li>o Active Listening</li> <li>o Reading Comprehension</li> <li>o Social Perceptiveness</li> <li>o Monitoring</li> </ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"> <li>o Efficient</li> <li>o Effective</li> <li>o Innovative</li> <li>o Creative</li> <li>o Approachable</li> <li>o Cooperative</li> <li>o Fair</li> <li>o hardworking and dedicated</li> <li>o sharing</li> <li>o interested in meeting people</li> </ul>
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