1.	Ministry: Ministry of Health and Medical Services				
2.	Position Title: Chief Health Inspector	3.	Salary Level: 6 – 5/4	4.	<b>Division:</b> Environmental Health Services (EHS) Division of Public Health Services
5.	Reports To: Director of Public Health	6. Direct Reports: Director of Public Health			
7.	7. <b>Primary Objective of the Position:</b> To strengthen delivery of Health Services to the I-Kiribati Community through the Environmental Health Services by reduction of not control of food, water, sanitation and vector borne and related diseases.				

8. Position Overview	
<ul> <li>8. Position Overview</li> <li>9. Financial: Up to \$14,00.00 or more</li> <li>11. Internal Stakeholders: <ul> <li>Senior Health Inspector</li> <li>Health Inspectors</li> <li>Assistant Health Inspector</li> <li>Health Assistant</li> <li>Doctors,</li> <li>Hospital PNOs</li> <li>Nurses</li> <li>Medical and Para Medics</li> <li>Medical Assistants &amp; Public Health Nurses and Nurse</li> </ul> </li> </ul>	10. Legal: Food Safety Act,2006 Public Health Ordinance Food regulations Quarantine Ordinance  12. External Stakeholders:  • 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
<ul> <li>Medical Assistants &amp; Public Health Nurses and Nurse Aides</li> <li>To be referred to Manager:         <ul> <li>Submit EH Progressive report and equipment inventory on a quarterly basis</li> </ul> </li> </ul>	<ul> <li>Kiribati National Expert Group</li> <li>Outer Islands Local Councils</li> </ul>

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### Without Referral to Manager:

- Planning of all EH activities by setting goals, strategies with timelines delivery of water and sanitation materials and equipment to the Village Welfare Groups and Councils
- Maintain adequate supply of equipments and materials for al EH activities
- Supervises the daily movement of all subordinate staffs

#### External matters from other Ministries

- Represent the Ministry of Health in National seminars that are related to safe water, sanitation, safe food and vector control and surveillance and climate change and health issues
- Give support to Senior Health Inspector in giving evidences/statement during court proceedings
- Procurement of equipment and other materials

### 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, STIs and HIV/AIDS), 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
Key Area 1. Well trained and informed subordinate staffs	<ul> <li>Plan with Senior Health Inspector in advising and conducting of in house trainings to subordinate staffs</li> <li>Give guidance and support to the subordinate staffs during the execution of all Environmental Health programs and activities</li> </ul>	<ul> <li>Number of subordinate staff trained and training sessions conducted</li> <li>Subordinate staff efficiency and effectiveness in executing duties thus staffs job satisfaction meaning that their jobs are well done</li> </ul>
Well trained food handlers	<ul> <li>Plan and assist Senior Health Inspector in advising and conducting of training programs to national food handlers</li> </ul>	<ul> <li>Number of Food safety training conducted to food handlers</li> <li>Number of reports disseminated</li> </ul>

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Well documented environmental Health data base on water and sanitation, food and vector control	<ul> <li>Monitor and check data base for all Environmental Health program and activities</li> </ul>	<ul> <li>Numbers of accurate reports disseminated</li> </ul>
	<ul> <li>Ensure that information on all environmental health programs and activities are correct and genuine and disseminated to the concerned authorities and working partners</li> </ul>	<ul> <li>Existing and status of EH water and sanitation data base</li> </ul>
Sector collaboration enhancement	<ul> <li>Representation of the Ministry of Health in external committees and national workshops that are related to EH programs</li> </ul>	<ul> <li>Number of meetings and workshops attended</li> </ul>
	<ul> <li>Dissemination and dispersement of genuine and right information on all environmental health programs and activities to the concerned authorities and working partners</li> </ul>	Number of accurate reports disseminated

10. Key Challenges	11. Selection Criteria
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.	11.1 PQR (Position Qualification Requirement): Education: Bachelor in Environmental Health or Applied Science
<ul> <li>output were not up to expectation</li> <li>Stress: Predetermined outputs at times do not match the annual operation current budget and funding of all</li> </ul>	<b>Experience</b> : Had been working in the force for at least 5 years. Should have held a senior managerial post for at least two years.
Environmental Health programs rely heavily on external donors.	Specialized Training: Supervisory and Management skills

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	1.2 Key Attributes (Personal Qualities):  (nowledge
	Customer and Personal Service
	Environmental Health Service
	• English
	Clerical
	Computers and Electronics
$\parallel$ s	kills:
	<ul> <li>Communication skills</li> </ul>
	Active Listening
	Reading Comprehension
	<ul> <li>Social Perceptiveness</li> </ul>
	Monitoring
	Writing proposal
A	ttributes
	• Efficient
	• Effective
	• Innovative
	• Creative
	<ul><li>Approachable</li><li>Cooperative</li></ul>
	• Fair
	Workaholic
	• Dedicated
	• sharing
	interested in meeting people

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