

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Health and Medical Services		
<b>2. Position Title:</b> Health Information Officer	<b>3. Salary Level:</b> 11-10	<b>4. Division:</b> Health Information Unit, MHMS
<b>5. Reports To:</b> Director of Public Health	<b>6. Direct Reports to:</b> Senior Health Information Officer	
<p><b>7. Primary Objective of the Position:</b> The health information system consists of a collection of paper-based data and e-data that are arranged for ease of search and retrieval for users. A good information system is one which can be easily adapted by all users to help feed our health records. For such a system to exist at the Ministry of Health, a fulltime recruitment is necessary to work closely with database designer(s) and to maintain these databases through provision of proper enhancements to the systems and/or facilitating proper training to its users as and when required.</p>		

<b>8. DECISION MAKING AUTHORITY</b> <i>(only to be completed by decision making positions)</i>		
<b>Decision Making Authority</b>	<b>Key Contacts/Position</b>	<b>Frequency and Purpose</b>
<p>8.1 Without Referral to Manager:</p> <ul style="list-style-type: none"> <li>Maintenance of existing databases - (1) creating new users and omitting unnecessary user accounts to maintain confidentiality of all health data, (2) facilitating proper refresher training to database users</li> <li>Provision of assistance to the <i>Senior Health Information Officer</i> and other HIU staff with official overloads when requested</li> </ul>	Senior Health Information Officer	Daily
<p>8.2 After consultation with Managers and/or other concerned entities:</p> <ul style="list-style-type: none"> <li>Updating existing databases - (1) implementing modifications to the existing databases, (2) working closely with the IT Unit on server issues as and when required to help protect health data</li> </ul>	Senior Health Information Officer and other HIU staff, Program Managers, Heads of Departments.	As and when required.

*This 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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<p>8.3 Referred to Managers :</p> <ul style="list-style-type: none"> <li>• Participation in the planning process and any implementation regarding e-Health Roadmap and any other similar activity.</li> <li>• Establishment of any new database</li> <li>• Assisting with data analysis and dissemination through proper channels</li> </ul>	<p>Senior Health Information Officer.</p>	<p>As and when required</p>
<p><b>9. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i></p> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA: KPA 3. HEALTH</b></li> <li>▪ <b>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 &amp; 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</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan: MHMS</b></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Maintenance of existing databases</p>	<ol style="list-style-type: none"> <li>(1) Creating new users and omitting unnecessary user accounts to maintain confidentiality of all health data</li> <li>(2) Facilitating proper refresher training to database users</li> <li>(3) Implementing modifications to the existing databases</li> <li>(4) Working closely with the IT Unit on server issues as and when required to help protect health data</li> </ol>	<ul style="list-style-type: none"> <li>-clean list of active users (i.e. no unnecessary users kept active to utilize the databases/systems)</li> <li>-trainings conducted to new users and refresher trainings for old users</li> <li>-data more centralized and captures the required health information</li> <li>-all server issues resolved</li> </ul>

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Provision of assistance to the Senior Health Information Officer and other HIU staff when required	<ol style="list-style-type: none"> <li>(1) Assist with the analysis and dissemination of health data through proper channels</li> <li>(2) Provide support to HIU members by assisting with official tasks</li> <li>(3) To protect confidentiality and legal rights of all health information</li> <li>(4) To assist with information sharing and maintaining record standards</li> </ol>	<ul style="list-style-type: none"> <li>-number of disseminated data distributed by HIU</li> <li>- all tasks achieved in a timely manner</li> <li>-No leakage of health information</li> <li>-Quality data maintained</li> </ul>
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• Ability to develop user friendly MS Excel databases which allows data to be extracted for analysis produced.</li> <li>• Ability to protect MS Excel databases so they are free from both intentional and accidental manipulation.</li> <li>• Ability to initiate positive changes to the existing databases</li> <li>• Ability to identify all databases used within MHMS at different departments and working towards centralizing these into a single database for easy referencing</li> <li>• Ability to work with internal and external stakeholders to help the ministry move forward with its existing databases and server issues.</li> <li>• Ability to conduct oneself honestly, professionally, and show dedication to his/her job in line with NCS.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><i>Education:</i></p> <ul style="list-style-type: none"> <li>• Bachelor in Public Health or</li> <li>• Degree in Office Statistics or</li> <li>• Diploma in Office Statistics with good pass in Statistics &amp; Population studies with at least 5 years relevant work experience or</li> <li>• Degree in computing</li> </ul> <p><i>Experience:</i></p> <ul style="list-style-type: none"> <li>• Should be well versed with data management and/or databases</li> <li>• OR have worked within the Health Information for more than 5yrs</li> </ul> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>• Should have a good understanding &amp; knowledge of existing MHMS databases OR flexible and quick to learn new skills &amp; knowledge required to get the job done</li> <li>• Should be relatively healthy and able to conduct his/her duties accordingly</li> <li>• Should be able to conduct oneself honestly, professionally, and show dedication to his/her career in line with the NCS</li> <li>• Should have a good/clean police record</li> </ul>

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