

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

<b>1. Ministry:</b> Ministry of Health and Medical Services		
<b>2. Position Title:</b> Public Health Consultant	<b>3. Salary Level:</b> L3	<b>4. Division:</b> Public Health Division
<b>5. Reports To:</b> DPH/DHS	<b>6. Direct Reports:</b> DPH/DHS	
<b>7. Primary Objective of the Position:</b> <ul style="list-style-type: none"> <li>• To provide medical advice to the Directors</li> <li>• To provide specialized medical services in their specific disciplines</li> <li>• To lead the specialized program's team</li> <li>• To guide and ensure that medical practices are within the approved guidelines</li> <li>• To make decisions on patients' referrals</li> <li>• To lead the treatment and management of all patients</li> <li>• To provide supervisory and advisory role to the doctors, nurses and other health team members</li> <li>• To overall manage the entire ward(s) and program assigned under them</li> <li>• To work closely with program managers/coordinators to finalize workplans if they are assigned to any public health program</li> <li>• To identify specific medical equipment that is required by the discipline</li> <li>• To develop treatment guidelines and update them to keep the medical practice up to date with evidence-based medicine</li> <li>• To advice the directors on any national issues such as outbreaks, disasters, mass casualties</li> <li>• To perform specialized tasks e.g. operations, at any point in time</li> <li>• To ensure that the wards/programs are run efficiently</li> </ul>		

<b>8. Position Overview</b>	
<b>9. Financial:</b> There's no financial responsibility & accountability to the position unless delegated by supervisors. However, the position is required to undertake approved activities according to the approved budget	<b>10. Legal:</b> No direct legal responsibilities, but the existing NCS, HRD and other policies may be required to be consulted particularly with policy review/development to ensure there's no duplication or clashes
<b>11. Internal Stakeholders:</b> Public Health Specialists (NCDs, CDs, RMNCAH) Program managers/coordinators/ HODs	<b>12. External Stakeholders:</b> Developmental Partners, NGOs, FBOs

*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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
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<p>Nursing officers Doctors Public Health staff</p> <p>Referred to: DPH/DHS</p>	
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**13. KEY ACCOUNTABILITIES** *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA: 3 Health*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan: Support Services*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> <li>• Mortality</li> <li>• Patients' satisfaction</li> <li>• Data management</li> <li>• Specialized services outcome</li> <li>• Workplan</li> <li>• Overseas patients' referrals</li> <li>• Malpractice</li> <li>• Staff dissatisfaction</li> <li>• Post operation complications</li> <li>• Program's budget utilization</li> </ul>	<ul style="list-style-type: none"> <li>• Putting in place measures and treatment protocols that will improve mortality</li> <li>• Provision of patients' management that is within the guideline and resulted in good patients' outcome</li> <li>• Perform specialized medical services under the guidelines that could not be performed by general practitioners</li> <li>• Provision of statistical sound data</li> <li>• Put in place efficient and effective work plans</li> <li>• Provisions of evidence based advises on medical referrals overseas</li> </ul>	<ul style="list-style-type: none"> <li>• Mortality rate</li> <li>• Patients' dissatisfaction rate</li> <li>• Complete data rate</li> <li>• Number of specialized operation procedures performed and outcome</li> <li>• Workplan completion on time</li> <li>• Overseas referral advises comparatively to overseas specialist second opinions</li> <li>• Malpractice rate</li> <li>• Number of staff dissatisfaction reports</li> </ul>

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	<ul style="list-style-type: none"> <li>• Prevention and limitation of malpractice at all level in the ward(s)</li> <li>• Upholding the teams' positive attitude through good leadership</li> <li>• Provision of safe specialized practices to safe and improve lives</li> <li>• Ensure that efficiency is uphold even at difficult financial situations</li> </ul>	<ul style="list-style-type: none"> <li>• Number of post operation complicated cases</li> <li>• Budget utilization</li> </ul>

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• High population with low doctor/ population ratio</li> <li>• Lack of equipment</li> <li>• Shortage of human resource staff</li> <li>• High disease burden within the country</li> <li>• Over stretched health resources</li> <li>• High occupancy rates at our hospital</li> <li>• Poor health seeking behaviours among the people</li> <li>• Poor water, sanitation, hygiene</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Medical Doctor <b>Masters Degree on Public Health specialized area or relevant PH fields</b></p> <p><b>Experience:</b> At least 5 years working as A medical professional on specialized area</p> <p><b>Prerequisite:</b> nil</p>

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<ul style="list-style-type: none"><li>• High communicable and non-communicable diseases rates</li></ul>	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• Understands well his/her area to focus and work on, and understands the MHMS system</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>○ Professional and has the capability to manage and coordinate the workload as a team member</li></ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>○ Efficient, patient and with good leadership</li></ul>
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