

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

<b>1. Ministry:</b> Ministry of Health and Medical Services		
<b>2. Position Title:</b> Dental Analyst	<b>3. Salary Level:</b> 16-14	<b>4. Division:</b> Dental
<b>5. Reports To:</b> Dental officers, Senior Dental Mechanic	<b>6. Direct Reports:</b> Chief Dental Officer & Senior Health Information Officer	
<b>7. Primary Objective of the Position:</b> To efficiently analyzing and validating crucial dental data utilizing the Kiribati Health Information System on a daily basis and to improve customer service.		

<b>8. Position Overview</b>	
<b>9. Financial:</b>	<b>10. Legal:</b>
<p>11. Internal Stakeholders</p> <ul style="list-style-type: none"> <li>• Chief Dental Officer</li> <li>• Senior Dental Officer</li> <li>• Senior Dental Technician</li> <li>• Health Information Unit</li> <li>• IT officers</li> </ul> <p>To be referred to managers :</p> <ul style="list-style-type: none"> <li>• Provision of dental statistics reports</li> <li>• Issues regarding the using of Health Information system for better data management</li> <li>• Reports of the status of equipments used, network or system' efficiency.</li> </ul>	<p>12. External Stakeholders</p> <ul style="list-style-type: none"> <li>• General Public</li> </ul> <p>To be referred to managers:</p> <ul style="list-style-type: none"> <li>• Provision of reports on utilization of oral health for future planning requested from different governmental organization su</li> </ul>
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: 3 HEALTH</i></li> <li>▪ <i>MOP Outcome: 3. HEALTH 3.6 Improve health service delivery</i></li> </ul>	

*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.*

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<b>▪ Divisional/Departmental/Unit Plan: Dental</b>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
1. Assist in good customer service.	Attending to enquiries <ul style="list-style-type: none"> <li>• Answer and respond to telephone calls with professionalism if needed (in the absence of dental receptionist)</li> <li>• Proper registration for patients attending the dental clinic on a daily basis using KHIS</li> <li>• Maintaining good communication and understanding with patients</li> </ul>	<ul style="list-style-type: none"> <li>• Limits Public complaints and comments</li> </ul>
2. Data Management	<ul style="list-style-type: none"> <li>• Ensure to collect and validate all dental patients informations using KHIS on a daily basis</li> <li>• Responsible for keeping and analyzing dental outreach programs data (Outer island dental tours) into the system</li> <li>• Develop a weekly and monthly status report for both clinical and outreach programs data</li> <li>• To provide reliable information and advices in collaboration with Health Information Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and reliable patient data record</li> </ul>
3. Maintaining a computerized Health System	<ul style="list-style-type: none"> <li>• Ensure for an efficient computerized system connectivity and networking in liaising with IT and Health Information Unit</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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<b>14. Key Challenges</b>	<b>15. Selection Criteria</b>
<p>Be able to deal with difficult/demanding patients in a calm manner</p>	<p style="text-align: center;"><b>PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Senior level Secondary School Certificate (Form 6 or Form 5 with 1 year relevant work experience)</p> <p><b>Experience:</b></p> <p><b>Prerequisite:</b> An eligible person should at least good passes in 4 subjects including English and basic computer studies and undertaken some basic Officeworks skills</p>
	<p><b>16. Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• Customer and Personal Service</li><li>• Computer literate</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Good and effective verbal and written communication skills</li><li>• Good organizational skills</li><li>• Good interpersonal skills</li><li>• IT skills</li><li>• Demonstrated time management skills</li></ul> <p><b>Attributes</b></p>

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	<ul style="list-style-type: none"><li>• Caring and friendly attitude</li><li>• Approachable</li><li>• Resilience</li><li>• Hardworking and dedicated</li></ul>
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