

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Health Inspector	3. Salary Level: 11- 10/9	4. Division: Public Health Services
5. Reports To: Chief Health Inspector	6. Direct Reports: <i>Senior Health Inspector</i>	
7. Primary Objective of the Position: To strengthen delivery of Health Service to the Kiribati community through the Environmental Health Services		

8. Position Overview	
9. Financial: Up to \$4,143.00 or more	10. Legal: Food Safety Act,2006 Public Health Ordinance Food regulations Quarantine Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Doctors (Communicable Diseases and NCD's) • Health Promotion Officers • Surveillance Officers (Health Information and Lab Services) • Nutritionist • Dietician and Kitchen staff • Medical Assistants • Pharmacy staff • EHO's <p>To be referred to Managers:</p>	12. External Stakeholders: <ul style="list-style-type: none"> • Water Unit – MPWU • Food safety stakeholders – MCIC. KCS, ALD, FD • MELAD – ECD, Lands and ALD • Food importers, Wholesalers, Retailers and Food vendors • Village Welfare Groups • National committees delegated <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Issues/complaints from general public beyond his/her capacity • Important EH issues • Reports from attendance of national committees

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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<ul style="list-style-type: none"> • EH duty roster and schedule • Bus ticket reports • Consolidated report for subordinate staff • Consolidated report for monthly EH output under supervision • EH staff grievances, issues and complaints • EH Vehicle routine and needs • Other matters needing attention from EH management 	<ul style="list-style-type: none"> • Food Safety issues and complaints • Water sampling reports • Outbreak reports from Communities (EBS) • Other important EH update from community •
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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 childhood injury prevention) and mortality, 3.4. Reduced burden & incidence of communicable diseases (NEHAP), 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, MHMS**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Well trained and informed subordinate staffs	Give assistance and guidance to subordinate staff	Quality of work performed by subordinate staff carry out
	Carry out food sampling	Verification of food contaminants
	Assists in teaching/lecturing to student Nurses, Medical Assistant, AHI and Health Assistants (HA)	MA assist with inspection activities
	Guides AHIs and HAs to perform effectively and efficiently in all water and sanitation, food hygiene, vector control and quarantine duties	Quality of work performed by subordinate staff
	Examines and scrutinizes designs or plans for building and health facilities to assess their health status	Quality of work performed
	Represent the ministry in national working group	

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	established by other ministries which are related to water, sanitation, food hygiene and vector control	
	Designs educational materials to the public on water, sanitation, food safety, and vectors of public health importance	Environmental Health subjects in cooperated in School curriculum
	Designs excrete disposal facilities and small scale water supply systems	
	To report to CHI or SHI matters that need urgent attention arising from theirs or AHI's routine health inspections	Monthly report to SHI and CHI
	Prepares and submit monthly report on all environmental health activities to SHI	Updates monthly reports to CHI and SHI
	Preparation and conducting of health talks for radio program on matters related to water, sanitation, vector control and food surveillance.	Quarterly radio spot awareness
	Liaise and work with councils on matter related to food hygiene and surveillance, water, sanitation and vector control, etc.	High compliance by food outlets at two councils
	Conduct physical and chemical analysis on reticulated water, well water, rain water and sea water and dissemination of results to users	Safe water for the general public
Well documented environmental Health data base on water, sanitation, food, vector control works and disease/outbreak response	Ensure data base for Environmental Health program and activities under direct supervision is updated by concerned staff	Existing and status of EH data base for all EH programs Updated database

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Sectorial collaboration enhancement	<p>Representation of the Ministry of Health in external sub-committees that are related to EH programs</p> <p>Collaborate with relevant stakeholders during the execution of duties mandated by the relevant legal frameworks</p>	<p>Number of meetings attended</p> <p>Number of reports disseminated</p> <p>A collective work output</p>
Training of stakeholders and communities on EH issues	<p>Assist with the training to all concerned EH stakeholders</p> <p>Informal training to communities on disease prevention and healthy island concepts during inspections</p>	<p>Number of trainings conducted</p> <p>Number of communities trained</p>

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • 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 output were not up to expectation • Stress: Predetermined outputs as times do not match the annual operation current budget and funding of all Environmental Health water and sanitation programs rely heavily on external donors. 	<p>11.1 PQR (Position Qualification Requirement): Education: Bachelor Degree in Environmental Health or other related field with 3 months relevant experience OR Diploma in Environmental Health or other related field with 1 year relevant work experience</p> <p>Job Training: Supervisory and management skills</p> <p>11.2 Key Attributes (Personal Qualities): Knowledge</p> <ul style="list-style-type: none"> • Customer and Personal Service • English • Public Health • Environmental Health or related subjects

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- Computers literate

Skills:

- Speaking
- Problem solving
- Good communication
- Active Listening
- Reading Comprehension
- Social Perceptiveness
- Monitoring

Attributes

- Efficient
- Effective
- Innovative
- Creative
- Vigilant
- Approachable
- Cooperative
- Fair
- hardworking and dedicated
- sharing
- interested in meeting people

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