

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MHMS		
2. Position Title: Director Public Health	3. Salary Level: L3	4. Division: Public Health Division
5. Reports To: Director General of Health/ Secretary	6. Direct Reports: Director of General of Health	
7. Primary Objective of the Position:		
To provide leadership of the Public Health department, oversee public health programs and departmental operations, ensuring the department performs and achieves its roles and responsibilities as stipulated in various Acts and the National Health Strategic Plan.		
8. Position Overview		
9. Financial: \$ 29,875.82	9. Legal: Infectious Diseases Regulations 2021 Public Health Ordinances 1977 Medical Services Act 1996	
11. Internal Stakeholders: Permanent Secretary HoDs – Health Information Unit, Nutrition Unit, Health Promotion Unit, Environment Health Unit, RMNACH unit, NCD Unit, TB/DOT/HIV/Leprosy Unit, All Public Health programs, Nursing and Hospital Division, WHO, To be referred to Manager:	12. External Stakeholders: Other government ministries WHO, UNICEF, UNDP, UNFPA, WB, Other technical and donor partners State Owned Entities Public Sectors Private companies Public servant General Public To be referred to Manager	
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		

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<ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 3: Health</i> ▪ <i>MOP Outcome: KPA 3: Health</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Financial Activities	<ol style="list-style-type: none"> 1) Oversee preparation of Annual Public Health Budgets 2) Lead regular monitoring of the departments expenditures & burn rates. 3) Oversee proper use and management of public health funds. 4) Coordinate financial audits and reporting. 5) Lead/coordinate resource mobilisation efforts. 	<ul style="list-style-type: none"> • Appropriate department/program budgets developed and submitted on time. • Awareness within the department on expenditures trends, burn rates, and information on these used to make improvements. • Public health funds properly used and managed. • Quality financial reports developed/submitted on time. • Needed funds mobilised.
Administrative & Management Activities	<ol style="list-style-type: none"> 1) Conduct/coordinate needs assessments to determine community health issues and public health priorities, and oversee efforts to develop strategies to address them. 2) Oversee development, implementation, monitoring and reporting of public health policies, programs, and services. 3) Manage and monitor public health surveillance systems to identify trends and potential outbreaks. 4) Lead efforts to investigate and manage communicable diseases outbreaks and other public health emergencies. 5) Establish and maintain healthy partnerships with key stakeholders to promote and support public health initiatives. 6) Oversee Public health staff training and performance. 7) Coordinate evaluations to determine the effectiveness of public health programs. 	<ul style="list-style-type: none"> • Timely identification of public health issues/needs, • Needed public health policies, programs, and services developed in a timely manner. • Timely and quality activity monitoring and reporting done. • Timely identification and management of public health outbreaks and public health emergencies. • Good working relations with other health divisions, partners, and stakeholders • Public health team receiving needed training. • Good performing team: those not performing dealt with accordingly. • Quality cabinet papers submitted on time. • Responsive to other tasks assigned by manager.

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	<p>8) Develop cabinet papers for public health related matters/issues.</p> <p>9) Ensure good working relationship and coordination with other MHMS divisions (admin, hospital and nursing)</p> <p>10) Other tasks as assigned by manager.</p>	
Supervision	<p>1) Supervise entire public health divisions and programs</p> <p>2) Plans, organises and directs the work of professional, technical, and administrative staff engaged in the delivery of public health services</p>	Well performing public health team

14. Key Challenges

1. Having to manage and coordinate many partners, stakeholders, projects.
2. Ensuring program managers perform to expectations.
3. Ensuring timely implementation of activities and delivery of expected outcomes.
4. Balancing travel with time spent in-country to carry our core duties listed above.

15. Selection Criteria

15.1 PQR (Position Qualification Requirement):

Education: A medical degree together with a master's degree in public health are BOTH mandatory.

Experience: (1) At least 5 years in the Medical and Public Health profession (2) Experience working in the areas of NCDs and/or Communicable diseases (3) Leadership & health management experience (4) Experience in managing public health outbreaks & emergencies (5) Experience working with various partners and stakeholders.

15.2 Key Attributes (Personal Qualities):

Knowledge

- Strong understanding of current public health issues and trends in Kiribati.
- Good knowledge of the concepts of primary health care, universal health coverage, and health systems strengthening.
- Good clinical and public health knowledge, including good knowledge base needed to manage public health outbreaks and emergencies.
- Able to work with MS Word, Excel, word, PowerPoint.
- Good project/program management knowledge

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	<p>Attributes</p> <ul style="list-style-type: none">• Mature, reliable, responsible and leads by example.• Team player - values working in teams not just within the public health department but with other division i.e. hospital and nursing teams.• Good leadership skills - have experience and skill at leading others.• Good communication - strong communication skills required for liaising with and working with medical professionals, government leaders and senior officials, technical and development partners, and more.• Good organisation skills - able to handle a lot of different tasks, challenges and public health emergencies through effective delegation, priority setting etc.• Open-minded, flexible and able to think outside the box.• Willing to train and develop members of his/her team.
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