

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services	3. Salary Level: 18-15/14-13	4. Division: Public Health Services
2. Position Title: Assistant Health Promotion Officer		
5. Reports To: Senior Health Promotion Officer	6. Direct Reports: Chief Health Promotion Officer	
7. Primary Objective of the Position: The initial purpose of this post is to assist the Ministry to provide and ensure all health programmes are disseminated to the community and people are well informed to make the right choices and decision		

8. Position Overview	
<p>9. Financial: NA</p> <p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Chief Health Promotion Officer • Senior Health Promotion Officer • Health Promotion Officer • Graphic Artist • Assistant Graphic Artist • Printer <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Consultation for efficient and effective operation of the department • Consultation for efficient and effective health promotion interventions 	<p>10 Legal: Medical Act, Public Health Ordinance, Tobacco Control Act</p> <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Government/Non-Government Organizations • Community • Churches • Youth • Women • Village Welfare Groups • Media <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Reports concerning common health issues such as outbreaks and how to address such

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<p>13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i></p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
<p>Key Result Area/Major Responsibilities</p> <p>Healthy family, healthy community, healthy island</p>	<p>Major Activities/Duties</p> <ul style="list-style-type: none"> • Plan, design and implement health promotion activities • Involve in all activities within the Ministry and outside that requires HP assistance 	<p>Performance Measures/Outcomes</p> <ul style="list-style-type: none"> • Zero complaints on HP services • HP is well communicated in all walks of life

<p>10. Key Challenges</p> <ul style="list-style-type: none"> • Breakdown of work equipment • Resources not available • Funds not available on time • Assign to work odd hours 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Education: Form 6 or Form 5 certificate with 1 year relevant work experience. Experience: 3 years in the filed Job Training: Community Services Prerequisite:</p>	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge:</p> <ul style="list-style-type: none"> • Customer and personal services • Computer literate • Commitment to working effectively within a team
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To provide and maintain a Safe Working Environment	<p>diagnostic quality</p> <ul style="list-style-type: none"> - To follow and maintain good Quality Assurance program for all x-ray equipment - To follow and maintain high standard Infection Control procedures 	<ul style="list-style-type: none"> - Complaints from Patients - Logbook register for daily inspection of workstations and equipment - Daily damp dusting of equipment, disinfection of all contaminated surface and safety precautions observed at all times.
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<p>10. Key Challenges</p> <ul style="list-style-type: none"> • Be able to prioritize cases according to urgency • Willing to work outside their normal working hours and over weekends • Able to communicate with other health professionals regarding patient examinations when working shift duties • May be required to work on outer island • Willing to be an active member of the team and strive to provide efficient services. 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Education: Form 6 or Form 5 with 1 year relevant work experience</p> <p>Experience:</p> <p>Job Training:</p> <p>Prerequisite:</p> <p>11.2 Key Attributes (Personal Qualities): Knowledge</p> <ul style="list-style-type: none"> • Customer Service • Medicine (Common diseases) • English • Clerical • Physics • Biology
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Prepared by: Tusela Uriam (Ag. Chief Radiographer)	Date of Issue: 20 th June 2017
Approved by:	Date:

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<ul style="list-style-type: none">• Mathematics <p>Skills:</p> <ul style="list-style-type: none">• Speaking• Active Listening• Reading Comprehension• Social Perceptiveness• Writing• Judgement and Decision making• Time management• Active Learning• Operation and Control• Operation Monitoring• Service Orientation <p>Attributes</p> <ul style="list-style-type: none">• Efficient• Effective• Innovative• Approachable• Cooperative• Fair• Hardworking and Dedicated• Honest• Considerate	
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	<ul style="list-style-type: none">• Ability to use initiatives and judgment <p>2. Skills:</p> <ul style="list-style-type: none">• Quality office and customer services skill• Speaking• Active listening• Counselling• Critical thinking• Instructing• Monitoring & evaluation• Complex problem solving <p>3. Attributes</p> <ul style="list-style-type: none">• Self-control• Efficient• Effective• Innovative• Creative• Approachable• Cooperative and team work• Fair• Hard working and dedicated• Work under harsh conditions• Interested in meeting people
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