


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

1. Ministry: Ministry of Health and Medical Services			
2. Position Title: Incinerator	3. Salary Level: 19-17	4. Division: Support Services	
5. Reports To: AS/SAS/DS	6. Direct Reports: Health Inspectors		
7. Primary Objective of the Position: Ensure that all health care wastes are properly incinerated on a daily basis.			

8. Position Overview	
9. Financial:	10. Legal: Medical Act
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>• Health Inspectors</li> <li>• Chief Health Inspector</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>• Routine inspection and routine work on a daily basis</li> <li>• Report broken down equipment that may need immediate attention or fixing.</li> </ul>	12. External Stakeholders:

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)			
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: KPA 3. HEALTH</i></li> <li>▪ <i>MOP Outcome: 3.6. Improved health services delivery</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan: Support Service, Kitchen, MHMS</i></li> </ul>			
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes	
<ul style="list-style-type: none"> <li>• Healthcare waste collection</li> <li>• Morgue</li> </ul>	<ul style="list-style-type: none"> <li>• To collect health care wastes from clinics to Incineration plant twice a week</li> <li>• To store deceased patients at the Morgue and ensure that corpse is well maintained by</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in health care wastes at clinics and wards</li> <li>• Corpse is well maintained before collection by family.</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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	<ul style="list-style-type: none"> <li>monitoring the mortuary constantly.</li> <li>To report number of corpses coming in to Health Inspectors</li> </ul>	
<ul style="list-style-type: none"> <li>Operate incinerator machine</li> </ul>	<ul style="list-style-type: none"> <li>Incinerate all healthcare waste from clinics and wards on a daily basis and to make sure that all wastes are properly incinerated before leaving the area.</li> <li>Daily removal of ashes from machine and disposal at designated landfill before using the machine daily.</li> <li>Maintain cleanliness of incinerator sites on a daily basis</li> <li>Ensure that all waste bins are cleaned and sanitized before collection</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in health care wastes at the clinics and wards</li> <li>Clean and tidy work area and waste bins for daily usage</li> </ul>
<ul style="list-style-type: none"> <li>Daily reporting</li> </ul>	<ul style="list-style-type: none"> <li>Reporting and recording of fuel consumption to health inspectors of waste generated from wards and clinics on a daily basis.</li> <li>Keep daily records of how much (in kgs) healthcare waste is incinerated</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in public complaints that may result in odors coming from unincinerated wastes due to lack of fuel</li> </ul>
	<p>Carry out other duties that may be advised from the Senior Responsible Officer and Chief Health Inspector /Health Inspectors</p>	

**10. Key Challenges**

<ul style="list-style-type: none"> <li>Should be able to work on a given rostered duty and may have to work overtime when needed especially when needed at the Morgue.</li> <li>Assist in whatever tasks the senior responsible officers may assign from time to time.</li> </ul>
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**11. Selection Criteria**

<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Form 3 or Class 9 Certificate  <b>Experience:</b>  <b>Job Training:</b></p>
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<p style="text-align: center;"><b>Prerequisite:</b></p> <p style="text-align: center;"><b>11.2 Key Attributes (Personal Qualities):</b></p> <p style="text-align: center;"><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• Customer and Personal Service</li></ul> <p style="text-align: center;"><b>Skills:</b></p> <p style="text-align: center;"><b>Attributes</b></p> <ul style="list-style-type: none"><li>• Efficient</li><li>• Effective</li><li>• Approachable</li><li>• Cooperative</li><li>• Fair</li><li>• hardworking and dedicated.</li></ul>	
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