

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Health Promotion Officer	3. Salary Level: 12-11	4. Division: Public Health Services
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	
9. Financial: NA	10 Legal: Medical Act, Public Health Ordinance, Tobacco Control Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Chief Health Promotion Officer • Senior Health Promotion Officer • Programme Managers • Assistant Health Promotion Officer • Graphic Artist • Assistant Graphic Artist • Printer Assistant To be referred to Manager: <ul style="list-style-type: none"> • Consultation for efficient and effective operation of the department • Consultation for efficient and effective health promotion interventions 	12. External Stakeholders: <ul style="list-style-type: none"> • Government/Non-Government Organizations • Community • Churches • Youth • Women • Village Welfare Groups • Media To be referred to Manager <ul style="list-style-type: none"> • Reports concerning common health issues such as outbreaks and how to address such

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.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

13. KEY ACCOUNTABILITIE *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Effective and efficient health promotion interventions	<ul style="list-style-type: none"> • Provide assistance and advise Assistant Health Promotion officers to design and implement health promotion interventions • Facilitate in any health promotion intervention raised from programme managers and other bodies outside MHMS • Plan, design and implement risk communication interventions • Mobilize/engage community during outbreaks 	<ul style="list-style-type: none"> • Zero complaints on HP services • HP is well communicated in all walks of life

10. Key Challenges

- Breakdown of work equipment
- Resources not available
- Funds not available on time
- Assign to work odd hours

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

Education: Bachelor in Health Promotion or Diploma in Health Promotion/Public Health

Experience: 5 years in the filed

Job Training: Teaching/Counselling

Prerequisite:

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.

Approved by:

Date of Issue:

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	<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• 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
--	---

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.

Approved by:	Date of Issue:
---------------------	-----------------------