

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

<b>1. Ministry:</b> Ministry of Health and Medical Services		
<b>2. Position Title:</b> Health Regulatory Counsel	<b>3. Salary Level:</b> 6-5	<b>4. Division:</b> Administration
<b>5. Reports to:</b> Secretary	<b>6. Direct Reports:</b> Secretary	
<b>7. Primary Objective of the Position:</b> Provide expert advice and guidance on legal issues related to healthcare to ensure compliance with laws and regulations, manage risk, and protect the interests of their clients.		

<b>8. Position Overview</b>		
<b>9. Financial:</b>	<b>10. Legal: Medical Act</b>	
<b>11. Internal Stakeholders</b> <ul style="list-style-type: none"> <li>Doctors</li> <li>Nurses</li> <li>Administration</li> </ul> <p>To be referred to managers:</p>	<b>11. External Stakeholders</b> <ul style="list-style-type: none"> <li>OPL</li> <li>OAG</li> </ul> <p>To be referred to managers:</p>	
<b>12. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
▪ <b>KDP/KPA: 3 HEALTH</b>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Regulatory Compliance and Risk Management	<ul style="list-style-type: none"> <li>Ensuring adherence to healthcare laws and regulations</li> <li>Developing and updating compliance policies and procedures to reflect current</li> <li>Conducting internal compliance audits and risks to identify potential areas of non-compliance and proactively address them.</li> </ul>	<ul style="list-style-type: none"> <li>Law compliant</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>• Advising on risk management and liability issues to help healthcare organizations minimize potential legal exposure</li> </ul>	
2. Contract Review and Drafting	<ul style="list-style-type: none"> <li>• Reviewing, drafting, and negotiating various contracts and other legal documents pertinent to the healthcare industry. This can include employment agreements and vendor contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Ministry dodges lawsuits against incompliant contracts</li> </ul>
3. Legal Counsel and Representation	<ul style="list-style-type: none"> <li>• Providing legal counsel on healthcare regulatory matters and advising management on the legal implications of business decisions</li> <li>• Representing clients in negotiations, and other legal proceedings</li> <li>• Assisting in resolving disputes</li> </ul>	<ul style="list-style-type: none"> <li>• Healthcare workers are well versed on health laws</li> <li>• Disputes are resolved and avoided</li> </ul>
4. Policy Development and Research	<ul style="list-style-type: none"> <li>• Conducting legal research and analysis to support client's needs and stay current on developments in the healthcare industry and related laws and regulations</li> <li>• Assisting in framing and drafting policies and amendment bills related to health laws</li> <li>• Providing regular information regarding changes in laws, rules and regulations related to the client's activities and their potential impacts</li> </ul>	
5. Confidentiality and Ethics	<ul style="list-style-type: none"> <li>• Handling confidential information by following strict ethical guidelines and legal requirements, implementing secure data storage systems, and obtaining written consent before sharing sensitive details</li> <li>• Maintaining client confidentiality through non-disclosure agreements and disclosing information only on a need-to-know basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid lawsuits from leaking of confidential information</li> </ul>

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<b>13. Key Challenges</b>	<b>14. Selection Criteria</b>
<ul style="list-style-type: none"><li>• Ever-changing landscape of healthcare regulations</li><li>• Protecting sensitive patient information</li><li>• Burnout from extensive workload</li><li>• Compliance</li></ul>	<p><b>14.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> Bachelor’s degree in law from a recognized university with 3 years’ post degree work experience in legal practice.</p> <p><b>Experience:</b></p>
	<p><b>14.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>○ Customer and Personal Service</li><li>○ Computer literate</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>○ Good interpersonal and communication skills</li><li>○ Proven competence and ability in legal practice</li><li>○ Demonstrated time management skills</li><li>○ Leadership</li></ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>○ Efficient and Effective</li><li>○ Teamwork</li><li>○ Approachable</li><li>○ Resilience</li><li>○ Hardworking and dedicated</li><li>○ Reliable</li></ul>

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