

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Senior Assistant Health Inspector (SAHI)	3. Salary Level: 14-12	4. Division: Environmental Health Services under Public Health Division
5. Reports To: Chief Health Inspector	6. Direct Reports: : Senior Health Inspectors	
7. Primary Objective of the Position: The main role of an Assistant Health Inspector is to provide prevention and control of all communicable diseases, related with Food Safety, Water safety and security, Sanitation related issues and vector-control works		

8. Position Overview	
9. Financial:	10. Legal: Food Safety Act,2006 Public Health Ordinance Food regulations Quarantine Act
11 Internal Stakeholders: <ul style="list-style-type: none"> • Health Inspector • Senior Health Inspector • Health Assistant To be referred to Manager: <ul style="list-style-type: none"> • refer more complex problems to immediate supervisor, Health Inspector • Weekly reports on <ol style="list-style-type: none"> 1. Food safety inspections 2. Water monitoring reports 3. Sanitation complaints attended 4. Vector-control work output 5. Disease/Outbreak surveillance • Grievances, issues and complaints • EH issues from inspections • Other matters needing attention from EH management 	12. External Stakeholders: <ul style="list-style-type: none"> • National Water Quality Committee • Food safety stakeholders – MCIC. KCS, ALD, FD • MELAD – ECD, Lands and ALD • Food importers, Wholesalers, Retailers and Food vendors • Village Welfare Groups To be referred to Manager <ul style="list-style-type: none"> • Issues/complaints from general public beyond his/her capacity • Important EH issues • Food Safety issues and complaints from the community • Outbreak reports from Communities (EBS) • Other important EH update from community

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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ KDP/KPA: KPA 3. HEALTH ▪ MOP Outcome: 3.1. Reduced population growth, 3.2. Reduced maternal morbidity (including macro and micro nutrient deficiency) and mortality, 3.3. Reduced child morbidity (including malnutrition and childhood injury prevention) and mortality, 3.4. Reduced burden & incidence of communicable diseases (TB, leprosy, lymphatic filariasis), 3.5. Reduced burden and incidence of other diseases (Non Communicable diseases), 3.6. Improved health services delivery ▪ Divisional/Departmental/Unit Plan: Environmental Health Services, MHMS 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Proper excreta and solid waste disposal for individual households (sanitation related activities)	<p>Render advice to community members on the proper construction methods of sanitary facilities, improved wells and solid waste disposal systems. Sanitary inspections to institutions</p> <p>Conduct community profiling and mobilization</p> <p>Attend to sanitation complaints – complex issues</p>	<p>Safe excreta disposal systems and rainwater catchment system</p> <p>Household using Safe waste disposal method</p> <p>Water quality monitoring programs for the community</p>
Water sampling activities	<p>Calibrate sampling equipment prior to water sampling schedule (as per schedule)</p> <p>Carry out routine water sampling activities for reticulated (PUB) water, sea water, project rainwater harvesting systems and community requests (as scheduled)</p> <p>Analyze water samples for chemical properties</p> <p>Advocate for SODIS to communities</p> <p>Assist with community training for water safety plans when required</p>	<p>Safer water for the communities</p> <p>Quality of sea food (lagoon and reef flat)</p>

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	<p>Attend to Public Health complaints related with water safety and quality – complicated nature</p>	
<p>Food safety works (compliance to FSA)</p>	<p>Border control of imported food (as scheduled)</p> <ul style="list-style-type: none"> • KPA duties and releases • Container clearance at the yards <p>Warehouse inspections – sanitary and compliance to food safety requirements</p> <p>Routine inspections as part of food hygiene surveillance to institutions, e.g. boarding schools, hotels, etc.</p> <p>Lead enforcement team during compliance inspections and during responses for food safety complaints</p> <p>Assist with food sampling for verification of food safety issues/complaints</p> <p>Represent MHMS in food safety court cases related with individual officer's cases</p> <p>Lead enforcement team during compliance inspections and during responses for food safety complaints</p>	<p>Food commodities in the market complies with the requirements of the Food Safety framework</p> <p>Food commodities are stored in safe environments and conditions</p> <p>Food are prepared and served in sanitary environments</p>
<p>Vector Control works and Health Quarantine</p>	<p>Health quarantine duties during times of public health emergencies of international concern (based on schedules)</p> <p>Seaport Health quarantine duty during peacetime routine inspections (as scheduled) and during times events of Public Health Emergencies of International Concern (PHEIC)</p> <p>Vector control surveillance at Points of Entries</p>	

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	<p>Community mobilization for the reduction of mosquito breeding sites when needed</p> <p>Team leader in the field response to vector-borne diseases</p>	
Mentoring of subordinate staff in field work	<p>Assist subordinate staff in the field with</p> <ol style="list-style-type: none"> 1. Food safety and security 2. Water safety and security 3. Sanitation related health issues 4. Vector-control works and Health Quarantine 5. Disease/Outbreak investigation and response 6. Other allocated task <p>Capacity-building training to staff (in-formal)</p>	<p>Staff under supervision show improved output</p> <p>An improved output from EH</p>
Training of stakeholders and communities on EH issues	<p>Assist with the training to all concerned EH stakeholders</p> <p>On-site informal training (discussion) for remedial actions during the execution of work</p> <p>Training to communities on disease prevention and healthy island concepts</p>	<p>Number of trainings conducted</p> <p>A well informed customers</p> <p>Number of communities trained</p>
PH complaints	Investigation of complaints from public pertaining to public health issues – complex issues	Less complaint from public
Enforcement	Policing of Public Health Ordinance, Food safety Act and Regulations, Tobacco Control Act and regulations	High number of compliance
Mentoring of subordinate staff	<p>Assist subordinate team members in the field</p> <ol style="list-style-type: none"> 1. Food safety and security 2. Water safety and security 	An improved output from EH

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	<p>3. Sanitation related health issues 4. Vector-control works and Health Quarantine 5. Disease/Outbreak investigation and response 6. Other allocated task</p> <p>Capacity-building training to staff (in-formal)</p>	Staff under supervision show improved output
Training of stakeholders and communities on EH issues	<p>Assist with the training to all concerned EH stakeholders</p> <p>On-site informal training (discussion) for remedial actions during the execution of work</p> <p>Assist in the supervision of the outbreak response works</p> <p>Training to communities on disease prevention and healthy island concepts</p>	<p>Number of trainings conducted</p> <p>A well informed</p> <p>Number of communities trained</p>

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Having to handle insecticides, water testing chemicals, cement and lifting. • Visiting abnormal places such as toilets, septic tanks, sewage manhole and pumping station 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Completion of Form 7 with good passes in English, Mathematics and Science</p> <p>Experience: N/A</p> <p>Job Training:</p> <p>Prerequisite: Health Inspection experience Attained Level two of the EH competency and aspiring to Level 1</p>

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	<p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none">• Customer and Personal Service• English• Computers and Electronics <p>Skills:</p> <ul style="list-style-type: none">• Good communications skills• Written reports• Reading Comprehension• Social Perceptiveness <p>Attributes</p> <ul style="list-style-type: none">• Efficient• Effective• Innovative• Approachable• Cooperative• Vigilant• proactive• hardworking and dedicated• interested in meeting people
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