

Government of Tuvalu – Job Description



Position and Title:	NCD Assistant Program Officer (Clinical unit)	
Level and Salary:	H1 – H3	\$16,448 - \$33,287
Ministry and Department:	Ministry of Health	
Location:	NCD – PUBLIC HEALTH UNIT	
Reports to:	Non-Communicable Disease Coordinator	

JOB PURPOSE:

Support coordinating and implementing the National NCD Strategic Plan. The assistant will focus mainly on Clinical Health Care Component. The areas of focus include improving access to health care for patients with diabetes, cardiovascular disease, cancer, respiratory and mental health. The position supports achieving of National Cervical Cancer Screening and treatment 2022, National Strategy for Sustainable Development – Te Kete, 2021-2030 as well as the National NCD Strategic Plan 2022-2026 and National Health Strategic Plan 2021-2024.

KEY RESPONSIBILITIES:

1. To coordinate Cervical Cancer Screening and treatment nationally
2. To support implementing NCD strategy component 5 that addresses treatments of chronic diseases including diabetes, chronic heart disease, cancer, respiratory disease, and mental health.
3. To support clinical nurses working on the management of diabetic foot sepsis
4. Support the NCD Coordinator in the review of the delivery of PEN through the primary health care centers, identifying areas that require strengthening and modification.
5. Support the NCD Coordinator in the integration of PEN protocols into the national NCD protocols and the strengthening of the implementation of the national NCD protocols, including those of the community Cardio Vascular Disease (CVD) risk screening
6. Support the NCD Coordinator in the delivery of training on PEN to all medical staff including doctors and nurses.
7. Support the NCD Coordinator in the review and development of a new NCD strategic plan, with the assistance of development partners, based on current STEPS
8. Support the NCD Coordinator in carrying out of National STEPs survey and disseminating the findings of the STEPS survey, and other NCD-related data to stakeholders.

MAIN DUTIES AND OUTCOMES:

- 1.1. Implement the screening and treating of cervical cancer in the targeted population according to the Cervical Cancer Plans and coordinate the program with TUFHA
- 1.2. Work with the Health Statistics Department in updating of Cancer Registry
- 1.3. Work with clinical team on the management of foot sepsis and provide support in training and improving foot care
- 1.4. Implement activities that promote the prevention of NCDs with other Government Ministries/Departments, Non-Government Organizations (NGOs), and other Civil Society and Church based groups, including through community screening.
- 1.5. Implement outreach activities to each health facility in Tuvalu and assist public health staff to strengthen aspects of PEN service planning and/or delivery.
- 1.6. Work with Clinical teams in managing chronic NCD patients and promoting mental health.
- 1.7. Participate in the development of the next NCD strategic plan with development partners and lead the development and integration of annual corporate NCD plans into local practice culture.
- 1.8. Maintain accurate NCD data and records including coordinating the regular (monthly, quarterly, annually) collection, collation, analysis, and reporting against the relevant key performance indicators (global (SDGs), regional, and local (as per current National NCD Strategic Plan and Te Kete).

1.9. MANDATORY REQUIREMENTS:

- Bachelors or degree in Nursing with at least 5 years' experience working within the Tuvalu health system;
- Experience with cancer screening, diabetic foot care
- Strong communication skills
- Experience with planning, monitoring, and evaluation
- Experience in the delivery of training to health service staff, including the development of course materials and training evaluation

DESIRABLE REQUIREMENTS:

- Ability to manage confidential matters and show discretion.
- High-level written and oral communication in English and Tuvaluan.
- Evidence of working autonomously and as part of the NCD team.
- Attention to detail and accuracy.
- Ability to liaise with stakeholders.
- Good time management skills.