

Tuvalu Government – Job Description



Position Title:	Non-Communicable Diseases (NCD) Program Coordinator	
Band and Salary:	H1 – H3	\$16,448 - \$33,287
Ministry and Department:	MOHSW	Primary and Preventative
Location:	Princess Margaret Hospital, Funafuti	
Reports to:	Chief Public Health	

JOB PURPOSE:

As a member of the Public Health team, the NCD program coordinator is responsible for planning, coordinating, and implementing the NCD plan for the Government of Tuvalu per the goals, objectives, and activities of the current Te Kete: Strategy for Sustainable Development 2021-2030, National Strategy for Non-Communicable Disease 2022-2026 and National Health Strategic Plan 2022 – 2025.

KEY RESPONSIBILITIES:

1. To support the delivery of the Package of Essential NCD interventions (PEN) within the existing health system.
2. Review the delivery of PEN through the primary health care centers, identifying areas that require strengthening and modification.
3. Support 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
4. Support the delivery of training on PEN
5. To oversee the development of a new NCD strategic plan, with the assistance of development partners – including review of existing problems (based on STEPS and GSHS), consultation, and launch
6. Support the dissemination of the findings of the STEPS survey, and other NCD-related data
7. Fulfill other responsibilities of the Ministry of Health/Te Kete: Strategy for Sustainable Development.
8. Fulfill other responsibilities and duties relevant to the role as determined by the Chief Public Health and/or Director of Health.

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MAIN DUTIES AND OUTCOMES:

- 1.1. Coordinate the expansion and strengthening of PEN across Tuvalu.
- 1.2. Lead activities that promote the prevention of NCDs with other Government Ministries/Departments, non-governmental organizations (NGOs), and other Civil Society and Church groups, including through community screening.
- 2.1. Lead outreach monitoring activities to each health facility in Tuvalu and assist public health staff in strengthening aspects of PEN service planning and/or delivery.
- 2.2. Work with other public health team members to ensure the availability and distribution of a range of Information, Education, and Communication (IECs) materials for NCDs.
- 3.1. Develop and/or review NCD-related policies and strategies to ensure they are consistent with NCD's strategic plan and ensure they are integrated into local practice culture.
- 4.1. Work with public health professionals to strengthen their NCD prevention and management skills to improve their confidence and competence to provide NCD counseling to their clients/communities.
- 4.2. Coordinate and monitor the implementation of strategies to prevent and reduce tobacco use and harmful use of alcohol; and improve diets and physical activity levels
- 4.3. Work with the public health team (and other health teams) to improve primary health care services to the outer islands, including participating in integrated outreach clinics to discuss NCDs, and screen, educate, and provide health promotion and disease prevention information to Tuvaluans, including school students and teachers.
- 5.1 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.
- 6.1 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).

MANDATORY REQUIREMENTS:

- Master's degree in Public Health major in non-communicable diseases
- Medical or nursing background, with at least 5 years' experience working within the Tuvalu health system;
- Advanced training in PEN, NCD management, or related field;
- 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:

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- Very good written and oral communication skills (Tuvaluan and English)
 - Ability to function effectively in a multidisciplinary team
 - Ability to engage with a range of stakeholders
 - Excellent time management and organization skills
 - High level of attention to detail in all activities
 - Possesses strong leadership qualities
 - Ability to maintain discretion and confidentiality at all times
 - Excellent computer literacy skills (including Word, Excel, Point, Outlook, and the Internet (for research purposes)).
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