

Government of Tuvalu – Job Description



Position title	Public Health Epidemiologist (surveillance officer)	
Level and Salary	H1 – H3	\$16,448 - \$33,287
Ministry and Department	Ministry of Health Social Welfare and Gender Affairs	Public Health Department
Location	Funafuti	
Reports to	Chief Public Health	

JOB PURPOSE:

The Public Health Epidemiologist will conduct epidemiological research and analysis to inform public health policies and interventions. They will work to identify the causes of diseases, track health trends, and evaluate health outcomes. This role requires strong analytical, research, and communication skills to assess public health issues and support evidence-based decision-making within the public health sector..

KEY RESPONSIBILITIES:

1. Epidemiological Research and investigate health patterns, outbreaks and diseases trends in Tuvalu.
2. Collect and analyze health-related data from surveys, field studies, and medical records.
3. Manage Health national diseases' surveillance and monitoring systems to ensure rapid detection, notification and effective management of diseases and outbreaks.
4. Work with Ministry of Health departments and IHR focal point to develop guidelines and operational procedures for public health emergencies' preparedness and response.
5. Other Assignments assigned by the Chief Public Health Doctor

MAIN DUTIES AND OUTCOMES

- 1.1 Conduct and monitor the health patterns in Tuvalu.
- 1.2 Support health researches development, tracking diseases pattern and trends, and updating Ministry of Health on best practices and approaches in their prevention, control and management.
- 1.3 Analyze data from public health surveillance systems or data to identify emerging health threats.
- 1.4 Conduct epidemiological investigations of outbreaks and epidemics, providing critical information on causative factors, transmission patterns, and potential interventions.

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- 2.1 Conduct investigation to study determinants, occurrence and distribution of diseases and health related events in the population and using epidemiological findings for their prevention and control.
- 2.2 Collect and analyze health-related data from medical records.
- 3.1 Monitor and evaluate the incidence and prevalence of diseases and health conditions across diverse populations.
- 3.2 Identify trends and patterns in chronic diseases, infectious diseases, and other health-related issues.
- 4.1 Strengthen networks within Ministry of Health departments for good coordination and collaboration during outbreak response.
- 4.2 Prepare situational report (SitReps) during outbreaks and provide updates to the Ministry of Health, regional agencies (PPHSN, SPC) and international technical partners (WHO, CDC).
- 5.1 Foster good communication with islands' health centers, outbreak response committees on Funafuti and the outer islands, to maintain continuous flow of surveillance data and provide feedback on outbreak situation.

Mandatory Requirements:

Bachelor in Public Health, Epidemiology and other health related field and at least 2 years work experience on conducting disease surveillance, outbreak investigation and response.

Desirable Requirements

- 1. Good organizational, time and logistics management skills
- 2. Able to write succinct, clear reports
- 3. Good command of written and spoken English
- 4. Sound Microsoft and computer skills
- 5. Ability to liaise with a range of stakeholders
- 6. Physically fit & can work with minimal supervision

NOTE:

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.

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IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.