

Government of Tuvalu – Job Description



Position Title:	Sanitation Aide	
Level and Salary:	S1 – S3	\$10,887 to \$15,447
Ministry and Department:	Health and Social Welfare	Health
Location:	Outer Island Medical Centre (Vaitupu)	
Reports to:	Senior Staff Nurse (on the Island) Environmental Health Officer at PMH	

JOB PURPOSE:

To provide and maintain a high level of good environmental health services including water and sanitation on the island.

KEY RESPONSIBILITIES:

1. Maintain cleaning and sanitation on the island.
2. Carry out all the basic environmental health related duties.
3. Perform other duties as assigned by superiors.

MAIN DUTIES AND OUTCOMES:

- 1.1. Participate in primary health care activities under the Island Kaupule e.g. inspect designated areas periodically for evidence of neglect, excessive litter and presence of unsightly or hazardous refuse and investigate complaints concerning neglect or property illegal dumping of waste in accordance with relevant regulations.
- 1.2. Attend complaints from the public and issue notices of violation with request to comply with relevant regulations (e.g. Public Health Act, Island Kaupule bye-laws, etc).
- 1.3. Conduct informational meetings for residents, organize neighborhood cleanup projects, and participate in campaigns to beautify the city to promote community interest in eliminating dangerous unsightly land use practices and breeding sites for mosquitoes.
- 1.4. Assist the Senior Staff Nurse, Environmental Health Officer and Island Kaupule in emergency response and disaster risk mitigation activities (climate change programme).
- 2.1. Assist the Senior Staff Nurse on the island in conducting food inspection and dumping of food items safely.
- 2.2. Carry out water safety testing and quality drinking programme (i.e. H2S test, check cistern lids are well sealed, guttering and downpipes of public buildings such as school, meeting halls, etc).
- 2.3. Check and attend to hospital/health facility waste and dump/incinerate properly.

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- 2.4. Carry out entomology activities and spraying of premises as per charges.
- 2.5. Document monthly data and submit quarterly reports to the Environmental Health Officer at PMH.
- 2.6. Prepare and plan order and supplies for the health facility with assistance from the Senior Staff Nurse and/or Environmental Health Officer.
- 2.7. Keep an inventory book and maintain office equipment properly.
- 3.1. Attend any immediate delegated duties/tasks from the Senior Staff Nurse and/or Environmental Health Officer.

MANDATORY REQUIREMENTS:

- Must completed Form 7.
- At least 1 year of work experience in a related field is pertinent.

Skills and Knowledge:

A well-mannered and physically fit person and willingness to perform routine manual work Knowledge and skill of environmental-related (e.g. utilization of water and sanitation tools and chemicals) is also relevant if acquired.

Good literacy of Tuvaluan and English.

Ability to read and comprehend simple instructions and write simple correspondence.

Ability to apply common sense and understanding to carry out specific tasks.

Good communication and interpersonal skills.

High-level attention to detail and accuracy.

Some skills of computing will be essential.

Work independently with minimal supervision.

Possession of a valid license to operate a motor vehicle when needed.

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 checklist.

It is expected that officers recognise 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.