

Tuvalu Government – Job Description



Position Title:	Director of Health	
Band and Salary (P/L):	H band	Salary \$16,448 - \$33,287
Ministry and Department:	Ministry of Health and Social Welfare	Pharmacy Department
Location:	Funafuti	
Reports to:	Secretary	

JOB PURPOSE:

The Director of Health is a senior leadership position responsible for overseeing the organization's health-related programs, services, and policies. The Director will manage health services, develop and implement health strategies, ensure compliance with health regulations, and work collaboratively with other departments, health professionals, and community stakeholders. The role requires a strong understanding of healthcare systems, public health issues, and the ability to lead diverse teams in the delivery of high-quality health services. To perform administrative duties plan, priorities and coordinate health services programs and activities necessary to ensure the smooth, efficient and effective running of health services provisions in Tuvalu.

The officer is the National Coordinator for all health-related programs and activities sponsored by any of the International donor agencies. These duties are performed over and above the current professional duties.

KEY RESPONSIBILITIES:

1. The development and implementation of the department leadership Corporate and Strategic plan, ensuring alignment and overall goals and missions of the organization.
2. Provide the leadership role in clinical and public health governance.
3. Manage and develop the high quality clinical and public health services.
4. Manage and assist with development and compliance of policies in the public sector.
5. Promote continuous professional development and training for staff, ensuring high levels of competency and engagement.
6. Financial Management of the department.
7. Any other responsibilities as the Director of Health

Tuvalu Government – Job Description

MAIN DUTIES AND OUTCOMES:

- 1.1 Coordinate the development of the Department of Health Strategic plans and ensure that is aligned with the goal and mission of the Ministry Corporate Plan.
- 1.2 On- going monitoring of the Department of Health Corporate and Strategic plan
- 1.3 Provide report to the Senior Management Team on the progress.
- 1.4 Provide leadership and direction to the health services team, fostering a culture of excellence, innovation, and collaboration.
- 1.5 Oversee the operational strategic planning for curative and public health program for Tuvalu.
- 2.1 Assist and monitor the designing and implementation of health policies and procedures for clinical and public health services.
- 2.2 Oversee the designing and development of the new public health programmes and clinical programmes.
- 2.3 Advice and guide the health team on health –related matters, policies and practices.
- 3.1. Oversee the design, implementation, and evaluation of health programs and services that meet the needs of the community or the population served.
- 3.2 Monitor program performance, ensuring that services are delivered efficiently, effectively, and within budget.
- 3.3 Lead initiatives aimed at improving community health outcomes and addressing public health challenges.
- 3.4 Provide the report to the management team on the status of the implementation progress.
- 3.5 Assist with the coordination and monitoring of the pharmaceutical procurement supply chain.
- 3.6 Assist with the coordination of the quality assurance programmes including the medical and clinical records keepings.
- 3.7 Analyse and report on health data to evaluate program success and identify areas of improvements.
- 3.8 Disseminate up to date health information to all health services management protocols
- 3.9 Prepare the regular reports for stakeholders, including senior management, other ministries and health development partners.
- 4.1 Ensure all health services comply with all legal procedures and health policies.
- 4.2 Stay informed on changes in healthcare laws, regulations, and best practices, ensuring that the Department of health is in compliance.
- 4.3 Evaluate the national health policies, legal procedures and formulate improvements.
- 5.1 Lead, mentor, and manage a team of healthcare professionals, including doctors, nurses, allied staffs and support staff.
- 5.2 Promote continuous professional development and training for staff, ensuring high levels of competency and engagement.
- 5.3 Conduct performance evaluations and implement improvement plans as needed.
- 5.4 Deal with Human Resource issue within the Department of Health.
- 5.6 Report to Senior management on the progress and issues relating to Human Resource.
- 6.1 Assist in the management of the department of health budget, ensuring the efficient allocations and adherence to financial guidelines
- 7.1 Assist the Secretary chair the Tuvalu Medical Board Meetings.
- 7.2 Assist in providing quotations for patients' treatment under the TORMS.
- 7.3 Representing Tuvalu in national, regional and International forums and meetings.
- 7.4 The Officer is responsible directly to the Deputy Secretary for Health and accountable for duties and delegation of duties or activities that may, from time to time, be passed from the Secretary of Health.
- 7.5 Serve as adviser to the Minister and Secretary and a resource advisor to health staffs

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MANDATORY REQUIREMENTS:

Medical Graduate with a **Master degree in health** background or equivalent with minimum of **five years** of **Clinical and Public Health and administration** working experience.

Have a good knowledge and good networking with key health development partners. A candidate with medical background exceptionally qualified for the work in other developments. The officer must command the respect of all Health Staff working at all Public Health facilities Funafuti and Outer Island Health Centre as well as NGOs.

DESIRABLE REQUIREMENTS:

Ability to manage confidential matters and show discretion.

High level written and oral communication in English and Tuvaluan.

Attention to detail and accuracy.

Ability to liaise with stakeholders.

Good time management skills

NOTE: 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