

## Government of Tuvalu – Job Description



<b>Position Title:</b>	Chief Public Health Doctor	
<b>Band and Salary:</b>	H1- H3	\$16,448 - \$33,287
<b>Ministry and Department:</b>	Ministry of Health, Social Welfare & Gender Affairs	Health
<b>Location:</b>	Funafuti - PMH	
<b>Reports to:</b>	Director of Health	

### JOB PURPOSE:

To manage the broad range of public health programs and services in an effective and efficient manner.

### KEY RESPONSIBILITIES:

1. Manage the broad range of specialized public health programs for Tuvalu.
2. Manage the enforcement of applicable health laws and regulations.
3. Assist in program planning and perform other duties as required.
4. Manage and implement professional Human Resource practices.
5. The incumbent serves as an advisor and internal consultant to staff and the public on all national public health matters.
6. Manage and assist policy related matters to ensure sound health policy advice is reported to the Secretary through the Director of Health.

### MAIN DUTIES AND OUTCOMES:

- 1.1 Plan, organize and direct the operation and activities of the Public Health Department at the Ministry of Health.
- 1.2 Engage in a broad range of community and environmental health programmes.
- 2.1 Oversee the design and development of new public health programmes, which include regulations, policies and procedures, staffing, education and outreach.
- 2.2 Direct and participate in the collection and analysis of demographic data related to public health programmes.

## Government of Tuvalu – Job Description

- 5.1 Oversee the assessment of current community needs, anticipate future community requirements, and ensure that the public health programme meets current needs and anticipated community requirements.
- 5.2 Promote desirable community health action based on departmental objectives, and provide technical advice and consultation to national committees, school personnel, and community groups.
- 4.1 Lead the selection, monitoring and performance management of subordinate supervisors; handle difficult personnel problems; participate in departmental policy and program development with management staff; keeps the Director of Health informed of changes and problems pertaining to various programmes or operations.
- 4.2 Attend meetings and conferences; prepare reports and correspondence; manage Public Health Department staff induction and in-service training activities; and any other responsibilities assigned by the Director of Health from time to time.
- 5.1 Act as an internal consultant and advisor to staff for public health and management issues.
- 5.2 Work with the staff of other departments and agencies in the development of joint procedures, programme planning, and resolution of administrative problems.
- 6.1 Evaluate national and departmental policies, procedures, programmes, organization and rules, and formulate improvements.
- 5.3 Initiate and develop new public health and divisional operation related policy statements and procedures; implement policies and procedures; ensure that applicable local and National regulations and programmes and policies are effectively implemented.

### MANDATORY REQUIREMENTS:

Bachelor in Public Health, Public Health Administration or a related field

5 years of progressive administrative experience in a public health related field including experience in programme and project development and evaluation

### DESIRABLE REQUIREMENTS:

Excellent written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Sound Microsoft Office and computer skills

Ability to liaise with a range of stakeholders

Sound time management skills

### 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.

## Government of Tuvalu – Job Description

(iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

*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.*