



Christian Health Service (PNG)

1. IDENTIFICATION

AGENCY: Christian Health Service	POSITION NUMBER: CHS – NSEC – 016	POSITION REFERENCE NUMBER: MSP016	
DIVISION: Medical Service & Programs	DESIGNATION/CLASSIFICATION: Health Promotions Officer		SALARY GRADE: 10
BRANCH: Health Promotions	REPORTING TO: Health Promotions Coordinator	POSITION NO: CHS – NSEC - 014	REF NO: MSP014
SECTION: Health Promotions	POSITION LOCATION: NATIONAL CHS SECRETARIAT – PORT MORESBY		

2. PURPOSE

To implement National Health Policy on Health promotion effectively such as; Community Participation, building relationship with communities, using cultural relevant and communication strategies and utilization of health workers act as health promoters.as to as address the issues mentioned as to achieve key Result areas 4 – 7.

3. SCOPE

Assist in the roll out the Health Promotions CHS Effective Empowerment Developing the Nation (EDEN) training in all provinces in PNG.

4. PRINCIPLE ACCOUNTABILITIES

Provide support and assistance to the CHS Health Promotion Coordinator in the effective Roll out of the Health Promotions Program through all provinces.

5. MAJOR RESPONSIBILITIES

- Assist in Developing Health Promotion Annual Activity Plans
- Assist in Implementation (Provide induction training, HI or CHE training to PCHS AHP Coordinators.)
- Purchase HP Office Administration office equipment and stationeries
- Assist in developing standard approach to use (training and Materials)
- Communicate and establish relationship with Agency Health secretaries
- Assist Agency Health facilities Conduct HI/CHE training to Community Development Committees and Communities

- Provide training support to Agency HI/CHE Training if needed.
- Assist the HP Coordinator in monitoring Visits and collect data.
- Assist in conduct yearly EDEN Review meeting and measure impact

6. NATURE

Channel of communication is through the Health Promotions Coordinator.

6.1: WORKING RELATIONSHIP

(a) Internal

- The incumbent will work in close consultation with the Health Promotions Coordinator

(b) External

- Liaise with CHS Provincial Health Promotion Representatives to roll out the EDEN concept.

6.2: WORK ENVIRONMENT

Will be based at the CHS Secretariat in Port Moresby but may requires travel to different provinces with the HP Coordinator for training implementation.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

To provide support and ensure that the EDEN program is rolled out in all provinces.

8. CHALLENGES

A challenging role that requires an energetic and skilled person to meet the work demands.

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

(a) Qualifications

- Must have a Diploma in Community Health or Social Work

(b) Skills

- Poses teaching skills
- Must have Community Development skills
- Must be computer literate

(c) Work Experience

- Have at least three years (3) experience in social work, community development or from an NGO background

(c) Knowledge

- Must have knowledge about the PNG Organic Law
- Have knowledge about working in communities and with people

(d) Other Attributes

- Self-motivator and Starter
- Practising Christian
- Able to work under less supervision
- Must be pro-active

10. Variation

This job description will be subjected to review from time to time as or when required, approved and endorsed by the CHS management.