

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Line and Phoenix Islands Development		
<b>2. Position Title:</b> Carpenter Tradesman	<b>3. Salary Level:</b> L17-16/15-14/13-12	<b>4. Division:</b> Construction & Joinery Division
<b>5. Reports To:</b> Construction Engineer	<b>6. Direct Reports:</b> Construction Superintendent (Operation & Quality) & Construction Foreman, Leading Hand	
<b>7. Primary Objective of the Position:</b>		
Responsible for monitoring and supervising of a construction work onsite on a daily basis including the achievement of projects according to program provided and report on individual jobs to his immediate supervisor (Foreman)		

<b>8. Position Overview</b>	
<b>9. Financial:</b> NIL	<b>10. Legal:</b> NCS, OHS, Building Code
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>Secretary, MLPID</li> <li>HODs</li> <li>MLPID Staff</li> </ul> <b>To be referred to Manager:</b> <ul style="list-style-type: none"> <li>Provide report on current issue discussed in a meeting</li> <li>Providing physical report to immediate supervisor</li> <li>Report on activities occurred onsite</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>Other Ministries</li> <li>Customer's</li> <li>SOE's</li> <li>NGO's</li> </ul> <b>To be referred to Manager</b> <ul style="list-style-type: none"> <li>Provide assistance to the above stakeholders</li> <li>Construction advice and information related with the Ministry projects</li> <li>Project Proposals relate to Construction side</li> </ul>
<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>	

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<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Construction works <ul style="list-style-type: none"> <li>• Housing Maintenance</li> <li>• Office Maintenance</li> <li>• Project construction work</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure that the construction works is in line with drawing and specifications.</li> <li>• To ensure that his tools are maintained properly and in good condition at all times</li> <li>• To maintain safety and good working environment onsite</li> <li>• To carry out maintenance works and works according with relevance standards and work quality at both housing properties and offices</li> <li>• To be taken part and serve on every project that assigns to the Linnix and to complete them on time</li> <li>• To wear all safety gears at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Daily work report</li> <li>• Weekly work report</li> <li>• Monthly work report</li> </ul>
Joinery works <ul style="list-style-type: none"> <li>• Operate machinery</li> <li>• Window &amp; Door Framing</li> <li>• Furniture &amp; decorative construction</li> <li>• Ripping &amp; dressing</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure equipment is well assessed prior using</li> <li>• To ensure framing aligned to given measurement and correct according to drawings/design and specifications</li> <li>• Not to over use machineries to its allocated capacity and to be alerted with its unexpected sounds</li> <li>• To wear all PPEs at all times inside the workshop.</li> </ul>	<ul style="list-style-type: none"> <li>• Machinery inspection check list.               <ul style="list-style-type: none"> <li>a. Daily</li> <li>b. Weekly</li> <li>c. Monthly</li> </ul> </li> </ul>

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<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• Carry out the actual construction works to Government buildings and for new projects</li> <li>• The post holder may require giving advices to subordinates at any time on more economical construction skills/ techniques.</li> <li>• And more importantly in assisting MLPID Administration attending their needs from time to time</li> <li>• The type of work that the post holder deals with daily basis is concrete works, block-works, tiling and painting and decorating where proper safety gears is required</li> <li>• The post holder is asked to be ready at all times for such duties mentioned above</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Form 5</li> <li>• KIT Certificate/ Final Trade/Full trade</li> </ul> <p><b>Experience:</b> Should at least 1 years working experience in Construction</p> <p><b>Job Training:</b> On the job training</p> <p><b>Prerequisite:</b></p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>• <b>Knowledge</b> <ul style="list-style-type: none"> <li>- Fluent in both English and Kiribati Language</li> <li>- Outstanding communication and writing skills</li> </ul> </li> <li>• <b>Skills:</b> <ul style="list-style-type: none"> <li>- Broad understanding of Kiribati culture</li> <li>- Analytical and problem solving</li> </ul> </li> <li>• <b>Attributes</b> <ul style="list-style-type: none"> <li>- Very energetic</li> <li>- Teamwork</li> <li>- Physically fit</li> <li>- Conscientious</li> <li>- Matured</li> </ul> </li> </ul>

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