

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Line and Phoenix Islands Development		
2. Position Title: Leading-Hand (Construction/Painter/Joinery)	3. Salary Level: 13-12	4. Division: Construction & Joinery Division
5. Reports To: Construction Engineer	6. Direct Reports: Foreman	
7. Primary Objective of the Position: Responsible for monitoring and supervising of a construction work onsite on a daily basis including the achievement of project according to programme provided and report on individual jobs to his immediate supervisor (Foreman)		

8. Position Overview	
9. Financial: NIL	10 Legal:
11. Internal Stakeholders: <ul style="list-style-type: none"> • Employees • Supervisor • HODs • SROs • To be referred to Manager: <ul style="list-style-type: none"> • Provide a report on current issued discussed in a meeting • Provide a physical report to immediate supervisor • Report on activities occurred onsite. 	12. External Stakeholders: <ul style="list-style-type: none"> • Other Ministries • Customers • NGOs • SOE's To be referred to Manager <ul style="list-style-type: none"> • Working/Serving the above stakeholders

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Ministry Administration	<ul style="list-style-type: none"> • To supervise and carry out work in accordance to Foreman supervision. • To maintain order, safety and good working environment. • Responsible for staff problem solving onsite. 	<ul style="list-style-type: none"> - Update immediate supervisor about the current situation of jobs on a daily basis
	<ul style="list-style-type: none"> • Represent the division in meetings • Daily report on the ongoing project • Responsible for onsite activities 	Report regularly when an individual project is on.

10. Key Challenges	11. Selection Criteria
<p>The post carries more work on supervision of staff where a post holder is required to have a better knowledge and skill that directly related a middle management level. It is quite frustrating sometimes as there is a specific and required target to achieve where there is a need to hold and trust every individual staff. This may include providing better advice to onsite staff in order to coordinate well and reach expected target.</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Final Trade certificate in Carpentry and Joinery</p> <p>Experience: Should have at least 5 years relevant working experience. An apprenticeship certificate is also required.</p> <p>Job Training: Apprentice and Trade Training (KIT)</p>

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The post is occasionally required to liaise with Construction Engineer or Foreman on complicated matters that may arise from time to time.

Prerequisite:

11.2 Key Attributes (Personal Qualities):

1. Knowledge

2. Skills

Ability to lead, motivate and supervise staff

Ability to implement the working drawing provided.

Fluency in both English and Kiribati language.

3. Attributes

- Respect to all staff
- Reliable and trust or honest
- Flexible

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