

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Line & Phoenix Islands Development		
2. Position Title: Residential Construction Engineer	3. Salary Level: L9-7	4. Division: Quality & Inspection Unit
5. Reports To: Secretary MLPID	6. Direct Report: Estimator & Draughtsman	
7. Primary Objective of the Position: To plan and manage inspections to infrastructure developments implemented in Kiritimati. The objective of the inspection is to ensure construction related developments directly comply with building act, building code, construction specifications and other construction standards approved to be used in Kiritimati The inspection aims to promote quality outputs.		

8. Position Overview:	
9. Financial: Division Budget	Legal: National Water Resources Policy and implementation plan, Sanitation Policy and Implementation plan, Building Code and Act, OHS Act.
11. Internal Stakeholders: <ul style="list-style-type: none"> • HODs • Admin Officer • Donors To be referred to Manager: All Activities	12. External Stakeholders: <ul style="list-style-type: none"> • Other Ministries • Customers • NGOs • SOE's To be referred to Manager All Activities
10. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance</i> ▪ <i>MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1</i> 	

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▪ Divisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
An annual program of works is developed and effectively implemented to satisfactorily meet planned commitments	To advise HODs within MLPID the quality of project or construction related activities implemented by their respective divisions	The nature of this position is management oriented with a strong technical focus particularly in construction matters. The incumbent is required to solve problems related to program delivery including all logistical and technical issues with minimal advice from the immediate managers or supervisor.
Inspection procedures are developed for infrastructure developments to meet the requirements of the user and use the most appropriate technology	Preparation of sub-programs to facilitate compilation of the annual work budget	
The quality control unit is adequately staff to meet projects and program commitments and is continuously seeking to improve its service delivery	Provide regular reports to the Secretary progress with respects to implementation of the annual works program, annual budget, projects of significance and any other matters including staffing and external relations. Ensure staff skills are upgraded to cope with introduction of modern construction and inspection tools.	Well-coordinated activities for QI unit
Effective control is exercise over all activities and expenditure	Liaise with Senior Accountant on Project expenditure. Monitor labour and materials returns to assess whether any deficiencies are likely to result in program delays Liaise with the Head of the Technical Services Group to ensure design inputs are scheduled to enable program commitments to be maintained.	
	Visit project sited at all localities to inspect progress and quality	Inspection carried out as outlined in the workplan.

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	Undertake investigations and prepare reports on problems or new works including technical and financial proposals. This work will generally be undertaken in conjunction with the Technical Services Group.	Updated reports submitted.
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11. Key Challenges	12. Selection Criteria
	<p>12.1 PQR (Position Qualification Requirement): a) Education i) Bachelor’s degree in building/Construction or Civil engineering or other related fields OR Diploma in Building/Construction of Civil engineering or other related fields plus 5 years post work experience</p> <p>12.2 Key Attributes (Personal Qualities): The incumbent should be energetic, physically fit a lateral thinker and be able to secure the maximum contribution from employees of the section.</p>

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.

<p>Prepared by :</p> <p>Approved by:</p>	<p>Date of Issue:.....</p> <p>Date of Issues:</p>
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