

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

<b>1. Ministry:</b> Ministry of Infrastructure and Sustainable Energy		
<b>2. Position Title:</b> Water and Sanitation Foreman	<b>3. Salary Level:</b> 11-10	<b>4. Division:</b> Water and Sanitation Engineering Unit
<b>5. Reports To:</b> Senior Water and Sanitation Engineer	<b>6. Direct Reports:</b> Supervisor (Assistant Sanitation Engineer)	
<b>7. Primary Objectives of the Position:</b> <ul style="list-style-type: none"> <li>• To improve community ownership of water resources</li> <li>• To improve community understanding of water-related issues including awareness of water related disasters</li> <li>• To assist in community consultations regarding water reserves</li> <li>• To assist in community consultations regarding “user pay” fees for outer island water supplies</li> <li>• To facilitate involvement of Churches and NGOs in water resources</li> </ul>		

<b>8. Position Overview</b>	
<b>9. Financial:</b>	<b>10 Legal:</b> National Water Resources Policy and implementation plan and Sanitation Policy and Implementation plan, PUB ACT
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Employees</li> <li>• Donors</li> </ul> <p>To be referred to Manager:</p> <p style="text-align: center;">All Activities</p>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Other Ministries</li> <li>• Customers</li> <li>• NGOs</li> <li>• SOE's</li> <li>• Communities</li> </ul> <p>To be referred to Manager</p> <p style="text-align: center;">All Activities</p>

*This 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.*

<b>Approved by:</b> Reenate Willie	<b>Date of Issue:</b> 26 <sup>th</sup> June 2017
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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <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
<ol style="list-style-type: none"> <li>1. Assist with technical designs, installation and/or construction and maintenance and/or rehabilitation of water and sanitation systems for Tarawa and the outer islands.</li> <li>2. Implement activities for ongoing and planned sanitation infrastructure projects.</li> <li>3. Responsible for the safety and health of staff during construction or installation.</li> <li>4. Responsible for the upkeep and maintenance of sanitation systems.</li> </ol>	<ol style="list-style-type: none"> <li>1. Designing, estimating of costs and installation of sanitation systems.</li> <li>2. Stock controlling of items for sanitation facilities.</li> <li>3. Supervision of junior staff in the installation or construction of sanitation infrastructure.</li> <li>4. Ensure staff comply with health and safety protocols during installation or construction.</li> <li>5. Inspection of sanitation related projects and reporting on status on a regular basis or when/as required.</li> <li>6. Develop and implement a plan for periodic maintenance on sanitation infrastructure and facilities.</li> <li>7. Provide regular reports or as or when required.</li> <li>8. Ensure communities, through the island councils understand their responsibilities in the upkeep and maintenance of sanitation infrastructure, through consultation where necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. Improved sanitation facilities and infrastructure throughout Kiribati, including an updated database on all existing sanitation infrastructure and community coverage and their functional and current status.</li> <li>2. Well maintained records of sanitation infrastructure items and materials kept with WSEU.</li> <li>3. Completion of on-going and pipeline' sanitation infrastructure projects on time.</li> <li>4. Increase in the number of people and/or communities with access to improved sanitation facilities and/or infrastructure.</li> <li>5. A robust sewerage reticulation system for South Tarawa.</li> <li>6. Adequate sanitation facilities for all islands in Kiribati.</li> </ol>

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<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<ol style="list-style-type: none"> <li>1. A critical element of this position is for the holder to adhere to the new water and sanitation guidelines provided in the National Building code and to review and update on the Sanitation Section of the Building code as necessary.</li> <li>2. The holder must also be able to use design software for drawing and with the preparation of BOQ, Specifications and cost estimate.</li> <li>3. Decision making will be important in terms of activities such as prioritising projects, given a limited budget.</li> <li>4. Candidate must be prepared to undertake occasional travel to outer islands.</li> </ol>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> <i>Essential</i></p> <ol style="list-style-type: none"> <li>1. Bachelor in Civil Engineering and Electrical Engineering.</li> <li>2. Proficient in the use of design software.</li> <li>3. Strong engineering or technical background</li> <li>4. Good reading, written and spoken skills in English.</li> </ol> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Able to supervise sanitation works construction</li> <li>• Able to read working drawings and transferring of data from drawings to take-off template/sheet.</li> <li>• Computer literate</li> </ul> <p><b>Job Training:</b> N/A</p> <p><b>Prerequisite:</b> N/A</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"> <li><b>1. Knowledge</b> <ul style="list-style-type: none"> <li>- Advanced understanding of Communities on South Tarawa and Kiribati</li> </ul> </li> <li><b>2. Skills:</b> <ul style="list-style-type: none"> <li>- Active Listening</li> <li>- Public Speaking</li> </ul> </li> </ol>

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	<p><b>3. Attributes</b></p> <ul style="list-style-type: none"><li>- Creative</li><li>- Organized</li><li>- Hardworking</li><li>- Productive</li><li>- Reliable</li><li>- A good team worker</li></ul>
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