

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Civil Store man	3. Salary Level: L18-17	4. Division: Building & Furnishing Unit
5. Reports To:	6. Direct Report:	
7. Primary Objective of the Position: Recording, inventory, purchase, dispatch and delivery of Office and Projects stationaries, materials.		
8. Position Overview		
9. Financial: NIL	10. Legal: NCS, OHS, Building Code	
11. Internal Stakeholders: i. Secretary, MISE ii. HODs iii. MISE Staff	12. External Stakeholders: i. Other Ministries ii. Customers iii. SOEs v. NGOs	
13. To be referred to Manager. - Provide report on current issue discussed in a meeting - providing physical report to immediate supervisor - report on activities occurred onsite - Disciplinary measures to staff with poor performances	14. Without Referral to Manager - routine tasks - Manage division staff and monitor their work progress	
15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<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
Procurement office stationeries and project materials	Implement assigned tasks from coastal and transport engineer, Foreman following supervisor advice and instruction	Daily schedule should be achieved.

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.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Recording and inventory purchased office stationaries and projects materials	Work under special conditions such as dust, chemicals, and wet environments.	Perform to high workmanship standard in delivering quality services and products
Dispatch and delivery of purchased projects materials.		

16. Key Challenges	17. Selection Criteria
<ul style="list-style-type: none"> - Be able to work smoothly with staff and casuals - Be able to foster work spirit of staff and casuals - Be realistic in applying recommended method to be used on the assigned tasks. - Be accurate in carrying out the tasks in accordance with the set requirements 	<p>17.1 PQR (Position Qualification Requirement): Education: Academic Education Carpentry trade certificate or Form 5 or Class 9 with 3 years experience Experience: Job Training: on the job training Prerequisite:</p> <hr/> <p>17.2 Key Attributes (Personal Qualities): 1. Knowledge</p> <ul style="list-style-type: none"> - understand both English and Kiribati Language - Outstanding communication and writing skills <p>2. Skills:</p> <ul style="list-style-type: none"> - Good computing skills and good communication <p>Attributes:</p> <ul style="list-style-type: none"> - Can work under supervision - Health and strong enough to face civil hard daily work - Able to share vision with supervisor.

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.

Approved by:	Date of Issue:
---------------------	-----------------------