

GOVERNMENT OF KIRIBATI
Position Description

Position Title: Janitor		Division: Kiribati Institute of Technology	
Salary Level: 19-18			
Reports To: Deputy Director Facility with the day to day reporting to OM		Direct Reports:	
Primary Objective: Responsible for ensuring cleanliness and landscaping of the KIT campus ground to foster a motivating teaching and learning environment.			
Decision Making Authority		Key Contacts:	Frequency and purpose:
Without referral to manager Routine jobs		Deputy Director Facility	Everyday
After consultation with managers or others Initiatives		Deputy Director Facility	From time to time
Referred to manager or others Purchasing of tools for the job		Deputy Director Facility	As required

Key Accountabilities		
Key result area	Major activities	Performance measures
Maintained facilities	Basic repair and maintenance of facilities	Maintenance and repair job list
Cleanliness of campus	Site cleaning	Daily work timetable and workplan
Motivating learning campus	Campus Gardening	Planting work
Pleasant ground	Site Landscaping	Workplan in place
Pleasant Lawn	Campus Lawn mowing	Daily workplan

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Government of Kiribati, All Ministries	Approved By:		Date of Issue:	
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Key Accountabilities		
Key result area	Major activities	Performance measures
Cleared areas	To ensure regular collection of rubbish out of KIT	Checking of areas regularly
Tools in good order	To identify, maintain and look after tools needed for the job and keep them safely	Basic maintenance skills and work with others
Proper recording	To keep a record of the tools for the job for auditing purpose.	Recording system in place
Effective logistic	To provide assistance in driving	Driving License
Contribution to key organizational objectives.	To carry out other duties as directed by the Facility Manager/Deputy Principal/Principal.	Willing to contribute to organizational key objectives in collaborative manner.

Key Challenges	Selection Criteria
<p>To be physically fit and ready to work odd hours</p> <p>To work in a large campus</p> <p>Ready to speak English</p>	<p>Qualifications and experience: Form 3 or Class 9 certificate</p> <p>Key attributes: Dedication, Initiative, Responsive to change.</p>

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