

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

<b>1. Ministry: Ministry of Infrastructure and Sustainable Energy</b>		
<b>2. Position Title: Civil Estimator</b>	<b>3. Salary Level: L13-12</b>	<b>4. Division: Civil Engineering Unit</b>
<b>5. Reports To: Senior Civil Engineer</b>	<b>6. Direct Reports: Senior Civil Estimator</b>	
<b>Primary Objective of the Position: To provide maintenance and construction cost of civil infrastructures development.</b>		

<b>8. Position Overview</b>	
<p>9. Financial: NIL</p>	<p>10 Legal: Kiribati National Conditions of Service 2012 Civil Coastal Guidelines Occupation Health Standard Environment Regulation Land Transport Authority</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Colleague</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Externally request of technical advices and assistance</li> <li>• Standardized estimation on civil work</li> <li>• Funding support for estimation software</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• Other Ministries</li> <li>• Public Servants</li> <li>• Uban and Rural Servants</li> </ul> <p>To be referred to Manager Senior Civil Estimator for software used and training.</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.*

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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
Office Activities	<ol style="list-style-type: none"> <li>1. Responsible to provide BOQ (Bill of Quantities) of civil maintenance and construction infrastructure development include road and road components, causeways, seawalls, and bridge</li> <li>2. Monthly update price rate of the goods due to market changes</li> <li>3. Use software to effectively provide accurate BOQ.</li> <li>4. To provide BOQ of other infrastructures managed by other Ministries. Infrastructures include, boat ramp, boat passages, jetties, wharf, airport and playing field.</li> <li>5. Assist with providing tender documents to Project Unit for advertising to the public.</li> </ol>	Recurrent activities manage to achieve on timely basis
Field Activities	<ol style="list-style-type: none"> <li>6. Investigate site before for providing BOQ.</li> <li>7. Visit the construction site to costing purpose</li> <li>8. Meet with contractor onsite to explain costing details.</li> </ol>	Weekly or Monthly basis activities depend on the civil works.
Supervision		

**10. Key Challenges**

**11. Selection Criteria**

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<ol style="list-style-type: none"><li>1) Provide funding for estimation software</li><li>2) Able to liaise with client/contractors and sub-contractors.</li><li>3) Develop civil estimate cost to reduce construction work.</li></ol>	<p><b>11.1 PQR (Position Qualification Requirement):</b> <b>Qualification:</b> KIT III certificate in Civil Engineering or Carpentry work.</p> <p><b>Experience:</b> 3 years of working experiences on infrastructures development</p> <p><b>Job Training:</b> To be trained on job or attached to any of engineering firm in relation to civil design work</p> <p><b>Prerequisite:</b> NIL</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>• Coherent with relevant standards</li><li>• English Language</li><li>• Customer Services</li><li>• Education and Training</li><li>• Occupation Health and Safety</li></ul></li><li><b>2. Skills:</b><ul style="list-style-type: none"><li>• Active listening</li><li>• Critical thinking</li><li>• Excellent negotiating and interpersonal</li><li>• Sound knowledge of construction</li><li>• Advance in Microsoft Project, Excel and Work.</li></ul></li><li><b>3. Attributes</b><ul style="list-style-type: none"><li>• Concern for others</li><li>• Understand key of moral ethics</li></ul></li></ol>

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	<ul style="list-style-type: none"><li>• Self Control</li><li>• Integrity</li><li>• Team work</li></ul>
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