

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

<b>1. Ministry:</b> Ministry of Infrastructure and Sustainable Energy		
<b>2. Position Title:</b> Furnishing Assessor	<b>3. Salary Level:</b> L9-7	<b>4. Division:</b> Building & Furnishing Unit
<b>5. Reports To:</b> Senior Building Engineer/Building Engineer	<b>6. Direct Report:</b> Foreman	
<p><b>7. Primary Objective of the Position:</b> To organize the work on the Workshop for New joinery work and maintenance activities which are the responsibilities of MISE or works on behalf of other Clients. Inspection and monitoring of staff with building materials and equipment. Assessing the maintenance work and new building projects related with joinery works</p>		
<b>8. Position Overview</b>		
<b>9. Financial:</b> NIL	<b>10. Legal:</b> NCS, OHS, Building Code	
<b>11. Internal Stakeholders:</b> i. Secretary, MISE ii. HODs iii. MISE Staff	<b>12. External Stakeholders:</b> i. Other Ministries ii. Customers iii. SOEs v. NGOs	
<b>13. To be referred to Manager.</b> - Provide report on current issue discussed in a meeting - providing physical report to immediate supervisor - report on activities occurred onsite	<b>14. Without Referral to Manager</b> - routine tasks	
<b>15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<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>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Implementation of the annual construction and Maintenance	Assist the Building Engineer to prepare work programs and budget	The incumbent of the position is required to address all problems

*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>	<b>Date of Issue:</b>
---------------------	-----------------------

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

<p>program for building works on the Outer Island in a timely and efficient manner</p>		<p>related to the planning and scheduling of resources necessary to implement the approved work programs. On matters which require technical advice the incumbent may seek assistance from the Civil Engineer /Head of Technical Services.</p>
<p>Assessing cost effective use of funds for construction and maintenance activities.</p>	<p>Assist the Senior Building Engineer/ Building Engineer to investigate new works and identify maintenance works as required for using maintenance fund.</p>	<p>To address the fund required for maintenance work required from Government Ministries</p>
	<p>Monitor progress on Construction Projects and maintenance works Review labour and materials returns to ensure necessary resources are being applied to all projects Manage the allocation of resources to ensure that teams have adequate resources to implement construction and maintenance activities. Provide periodical reports to the Building Engineer on physical and financial progress with the annual works program</p>	<p>To address variations /extra works of using maintenance fund for extra cost</p>

<p><b>16. Key Challenges</b></p>	<p><b>17. Selection Criteria</b></p>
<ul style="list-style-type: none"> <li>- Cooperation and Fairness of staff and handling/Resolving issues or complaints arise.</li> <li>- Fit to work and able to read construction terms</li> <li>- Carry out the actual construction works to Government building properties.</li> </ul>	<p><b>17.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Academic Education            Bachelor’s degree in building engineering plus 3 yrs experiences in middle management level or Diploma in Building &amp; Carpentry with 5 years’ experience   <b>Experience:</b> should at least 3 years working experience in Construction   <b>Job Training:</b> on the job training</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.*

<p><b>Approved by:</b></p>	<p><b>Date of Issue:</b></p>
----------------------------	------------------------------

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

<ul style="list-style-type: none"><li>- The post holder may require giving advice to subordinates at any time on more economical construction skills/techniques</li><li>- The type of work that the post holder deals with daily basis is concrete works, block works, tiling and painting and decorating where proper safety gears is required</li><li>- To provide other services on estimating works to all required carpentry work on extension and alternation work.</li><li>- The post holder is asked to be ready at all times for such duties mentioned above.</li></ul>	<p><b>Prerequisite:</b></p> <hr/> <p><b>17.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"><li>- understand both English and Kiribati Language</li><li>- Outstanding communication and writing skills</li></ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"><li>- Plumbing skills and estimate</li><li>- Analytical and problem solving</li></ul> <p><b>Attributes:</b> The incumbent should be physically fit, a lateral thinker, teamwork, matured, conscientious and be able to secure the maximum contribution from employees of the section.</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>	<b>Date of Issue:</b>
---------------------	-----------------------