GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

1.	Ministry: Ministry of Infrastructure & Sustainable Energy				
2.	Position Title: Carpentry Tradesman	3.Salary Level:L17/16-15/14-13	3. Division: Building & Furnishing Unit		
4.	Reports To: Foreman/Leading hand5.	Direct Report: Senior Building E	ngineer/Building Engineer/Building Assessor		
6.	5. Primary Objective of the Position: To carry out the work under supervisor direction related with the maintenance work and new project for Government Buildings for Carpentry work and other related construction works according to design approved and maintenance activities which are the responsibilities of or Building & Furnishing Division works on behalf of other Clients.				

7. DECISION MAKING AUTHORITY(only to be completed by decision making positions)						
Decision Making Authority	Key Contacts/Position	Frequency and Purpose				
 7.1 Without Referral to Manager: Overall decision. The incumbent will fully support the work carried out to ensure the work are completes to the program and budget approved. In case of emergency the Incumbent will support initiative arrangement of resource to address the problem at all times provided by the Supervisor informed of action taken. 	Foreman / Leading hand	Monthly, quarterly or as required				
2.After Consultation with managers or others: Supervising and to carry out	Senior Staff	Weekly				

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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activities in line with work plan and MOP 3.The incumbent should report to the Supervisor daily for reasons of not attending and leaving his work station for medical reasons and other documents related with his absent	Senior Staff	As necessary.			
8. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) • KDP/KPA: eg. 1. Infrastructure • MOP Outcome: Implementation & Maintenance • Divisional/Departmental/Unit Plan: Key Result Area/Major Major Activities/Duties Performance Measures/Outcomes					
Responsibilities Assist on Implementation of the annual construction and Maintenar works on government buildings in timely and efficient manner	direction from his super	the best of his skill under visor to avoid the delay of work o the schedule provided and Supervisor	The incumbent of the position is required to be on time. Report to his senior staff or supervisor for advice related with the work carried out.		
Use of sound construction practice and application of quality control which will lead to sustainable work	Work according to the b provided by Supervisor.	uilding codes from advice	Maintenance work and Project work should be carried out to the Standard/Quality requirement		
Smooth maintenance or construction	n Ability of carrying out th finishing	ne work with quality outstanding	Workmates work in collaborates to KPI		

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9. Key Challenges	10. Selection Criteria
Cooperation and Fairness of staff and handling/Resolving issues or complaints arise. Fit to work and able to read Construction terms	10.1 PQR (Position Qualification Requirement):a) Academic Educationi) Form 5 Certificate and other related qualification related to this job with a minimum of 3 years experience.
	10.2 Key Attributes (Personal Qualities): The incumbent should be physically fit, a lateral thinker and be able to secure the maximum contribution from employees of the section.

Prepared by :	Date of Issue:
Approved by:	Date of Issues: