

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

|   |  |   |
|---|--|---|
| <b>1. Ministry:</b> Ministry of Public Works & Utilities  |  |   |
| <b>2. Position Title:</b> Conventional Energy Planner   | <b>3. Salary Level:</b> 6                | <b>4. Division:</b> Energy Planning Unit/MPWU |
| <b>5. Reports To:</b> Energy Planner  | <b>6. Direct Reports:</b> Energy Planner |   |
| <b>Primary Objective of the Position:</b> To promote, develop and coordinate conventional energy developments programmes and related energy activities. |  |   |

|  |   |
|--|---|
| <b>7. Position Overview</b>  |   |
| <p>9. Financial:</p>   | <p>10 Legal:<br/>To have knowledge on the National Condition of Service (NCS)</p>   |
| <p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• OIC – Energy Planning Unit</li> <li>• EPU staffs and</li> <li>• MPWU staffs</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Payment of goods and services from the recurrent / development fund</li> <li>• Recruitment of staff</li> <li>• Disciplinary of staff</li> <li>• Budget matters</li> <li>• Overseas / local travel</li> <li>• Training matters</li> <li>• HRD issues</li> <li>• Policy issues</li> </ul> | <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• KOIL</li> <li>• PUB</li> <li>• KSEC</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Any authorized incident happened during duty</li> </ul> |
| <b>13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)</b>   |   |

*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.*

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

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

| <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   |
| <ul style="list-style-type: none"> <li>• Adhere to standards and regulations on Conventional Energy</li> <li>• Ensure coordination of Conventional Energy activities between stakeholders is well maintained</li> <li>• Improved proper</li> </ul> | <ul style="list-style-type: none"> <li>• Develop and coordinate policies and regulations on petroleum and electricity generations.</li> <li>• Advise Government, PUB and the Energy Sector on distribution, or</li> <li>• Design and/or implement conventional energy related projects and</li> <li>• Carry out energy surveys and feasibility studies on conventional fuels and issues</li> <li>• Coordinate and implement energy management programmes in collaboration with the Renewable Energy Planner.</li> </ul> | <ul style="list-style-type: none"> <li>• Standards and regulations are in place and enforced</li> <li>• Regular meeting and information sharing with stakeholders</li> <li>• Proper coordination of activities</li> </ul> |

*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.*

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

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

| 10. Key Challenges | 11. Selection Criteria   |
|--------------------|--|
|                    | <p data-bbox="1039 300 1680 332"><b>11.1 PQR (Position Qualification Requirement):</b></p> <p data-bbox="1039 373 1984 487"><b>Education:</b> Bachelor in Energy Studies or Energy management, electrical and power engineering, or other conventional energy fields with three years relevant experience of the post.</p> <p data-bbox="1039 527 1575 560"><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul data-bbox="1081 600 2005 1031" style="list-style-type: none"><li data-bbox="1081 600 2005 820">○ The post-holder must have acquired advanced skills in the following fields – energy management which includes energy efficiency, tariff and load analysis of power generation, distribution and transmission, and economic analysis with emphasis on energy systems. Specialized training in RE and conventional energy systems can be considered.</li><li data-bbox="1081 852 1879 885">○ Be literate in computing or common MS office programs.</li><li data-bbox="1081 925 1795 958">○ Writing and speaking in English must be excellent.</li><li data-bbox="1081 998 1732 1031">○ Physically fit, Conscientious and Co-operative</li></ul> |

*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.*

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