

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Water and Sanitation Monitoring Officer	3. Salary Level: L9-7	4. Division: Water and Sanitation Engineering Unit
5. Reports To: Senior Water and Sanitation Engineer	6. Direct Reports: Water Engineer / Sanitation Engineer	
7. Primary Objective of the Position: <ul style="list-style-type: none"> • The primary focus is the implementation and delivery of key activities for Water and Sanitation Engineering Unit within the Ministry of Infrastructure and Sustainable Services. • This position supports the mandate of WSEU, which is the management of water resources and water systems on the outer islands of Kiribati. 		
8. Decision Making Authority Ministry of Infrastructure and Sustainable Energy	Key Contacts	Frequency and purpose
Without referral to manager <ul style="list-style-type: none"> • Coordination of regular and reliable monitoring of the status of the freshwater resources in Kiribati, as undertaken within the Water and Sanitation Engineering Unit (WEU) of the MISE • Updated and ongoing analysis of monitoring data obtained from the WSEU and report on the findings • Maintenance or service of monitoring equipment is carried out monthly or as protocol dictates 	Water Foreman, Water Security Officer, Water Technicians	Monthly, quarterly or as required
After consultation with managers or others <ul style="list-style-type: none"> • Discuss the status of the freshwater reserves, and current monitoring requirements; • Keep updates on workplan and what they have been doing; 	Water Engineer / Sanitation Foreman	Regularly – Immediate Supervisor

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.

Approved by: Reenate Willie Foon

Date of Issue: 26th June 2017

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<ul style="list-style-type: none"> • Written report of the status of the water resources to the MISE; • Report if the water resources are of sufficiently poor quality as to require immediate attention. 	Senior Water and Sanitation Engineer	In times of urgency
<p>Referred to manager or others</p> <p>The position will also require regular collaboration with all members of the WSEU, the PUB, other ministries and organisations associated with the supply of water, including members of the public.</p>	All members of the WEU, the PUB, persons from other ministries and organizations associated with the supply of water, and members of the public	As required

9. Position Overview

Financial: Existing post

10 Legal: National Water Resources Policy and Implementation Plan, National Sanitation Policy and Implementation Plan, PUB Act

11. Internal Stakeholders:

- Employees
- Donors

12. External Stakeholders:

- Other Ministries
- Customers
- NGOs
- SOE's
- Communities

To be referred to Manager:

All Activities

To be referred to Manager

All Activities

11. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- **KDP/KPA:**
- **MOP Outcome:**

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.

Approved by: Reenate Willie Foon

Date of Issue: 26th June 2017

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

▪ Divisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> • Coordination of regular and reliable monitoring of the status of the freshwater resources in Kiribati, as undertaken within the WSEU of the MISE • Updated and ongoing analysis of monitoring data obtained from the WSEU and report on the findings • Maintenance of monitoring equipment is ensured. 	<ul style="list-style-type: none"> • Evaluate the quantity of the water in the freshwater reserves in South Tarawa • Evaluate the quantity of the water in the freshwater lenses of the outer islands • Oversee the drilling of boreholes, as required. • Use appropriate equipment (such as electromagnetic induction meter) to evaluate water reserves • Investigate the sustainability of possible sources of potable water for South Tarawa and the Outer Islands • Liase with personnel undertaking international aid projects activities relating to development of water reserves in Kiribati • Undertake quarterly reporting of progress towards achieving water plans • Undertake annual review of water plans • Write submissions for aid to assist in developing water reserves in Kiribati • Monitor the effects of climate change on the water reserves in Kiribati • Liase with other relevant Ministries and Agencies in relation to the status of the water reserves and 	<ul style="list-style-type: none"> • Increase in efficiency of water and sanitation supply to the villages • Water and sanitation supplies are adequately maintained • An update database for Outer Island water and sanitation systems. • Increase in volume of rainwater being collected and stored • Reduction in water-borne illnesses • Successful introduction of “user-pay” system for water supplies on outer islands • Reduction in activities being illegally undertaken on water reserves • Sustainable pumping rates are established for all pumped water sources • The progress in carrying-out water plans is monitored • Water plans are regularly reviewed and updated,

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.

Approved by: Reenate Willie Foon

Date of Issue: 26th June 2017

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	<p>lenses. This will require attendance at relevant water-related committee meetings.</p> <ul style="list-style-type: none"> • Alert relevant personnel in the MPWU, and if needs be in government, of any concerns with water quality or quantity. • Maintain and update a manual on practices involved in determining the status of the freshwater lens. • Organise the purchase, testing and calibration of required equipment and purchase of replacement items. • Prepare budgets for the water monitoring activities of the WEU. • Ensure that all elements of both the National Water Policy and the National Water Plan that relate to water quality, and that are the responsibility of the MPWU, are carried out. • Attend relevant training courses as deemed necessary by management. • Responsible directly to his/her immediate supervisor which is the Water Engineer. • Carry out any other duties that falls within the National Conditions of Service as may be required from time to time. 	
--	---	--

12. Key Challenges	13. Selection Criteria
	11.1 PQR (Position Qualification Requirement):

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.

Approved by: Reenate Willie Foon	Date of Issue: 26 th June 2017
----------------------------------	---

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<p>1. Problem Solving:</p> <p>Problem solving is an extremely large component of this position. Some of the problems encountered will include (but are not limited to):</p> <p>2. On-the-ground problems encountered when obtaining data from boreholes, due to difficulties getting readings at some boreholes, equipment problems, unusual readings etc. The person will be required to determine what is causing the problem, and what can be done to overcome them. Experience will be the primary guide in these matters.</p> <p>3. When analysing the data, the person will find anomalous readings for many of the boreholes. It will be necessary for them to determine if these are real or the result of bad data, how significant they are, and what is the best approach to take in dealing with the data from each borehole. While they may be able to obtain some guidance from experts in Australia (via emails), due to the lack of capacity in the WEU, it is unlikely that they will be able to obtain much assistance in these matters locally. However if an experience hydrogeologist is employed by the WEU, this person would be able to provide the water monitoring officer with much advice.</p> <p>4. Decision Making:</p> <p>Decision making will also be a large component of this position. Decisions to be made will include (but are not limited to):</p>	<p>Education: Essential</p> <p>The person for this position should have the following attributes:</p> <p><i>Essential</i></p> <ul style="list-style-type: none"> • Bachelor of Engineering (Civil or Environmental) or Bachelor of Science (with majors in geology, hydrology or physics) • 1 year working experience in water quality monitoring, training technical staff, water assessment, water resource investigations or related working experience. • Excellent written communication skills in English <p>Experience:</p> <p><i>Highly Desirable</i></p> <ul style="list-style-type: none"> • Master of Engineering (Civil or Environmental) or Master of Science (with majors in geology, hydrology or physics) <p>Job Training: N/A</p> <p>Prerequisite:</p> <p style="text-align: center;">a. Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Knowledge • Strong knowledge of hydrological and geological processes • Understanding of the hydrogeology of coral atolls • Skills: • Fluency in the analysis and interpretation of data using computer applications such as Microsoft EXCEL. • Member of professional body of geoscientists or engineers
---	--

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.

Approved by: Reenate Willie Foon

Date of Issue: 26th June 2017

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<ul style="list-style-type: none">• what to do with anomalous data (this is both a problem-solving and decision-making issue). The results of the analysis may vary considerably depending upon the decisions made in this regard;• how often boreholes and wells need to be monitored (although there will be baseline recommendations, unusual conditions may necessitate more regular monitoring, or occasionally less regular monitoring);• determine when the status of the freshwater lens is of sufficiently poor quality so as to require attention by senior management and/or government (in such a case the person would be required to brief the senior personnel, and possibly recommend action required);• when to replace equipment (this will involve the commitment of funds, which will not be the candidate's responsibility, but they will need to provide advice on the matter). <p>5. Special working conditions:</p> <p>Candidate must be in good physical condition to undertake regular, physically demanding field work and will be willing to travel to any islands in Kiribati when required</p>	<ul style="list-style-type: none">• Hands-on skills required for the installation, operation and maintenance of household and community water and sanitation systems.• Good team management skills <p>Attributes</p> <ul style="list-style-type: none">• A meticulous personality, very good attention to detail, and a methodical outlook• A conscientious character, with a strong desire to know the status of the water resources in Kiribati in order to ensure a reliable supply of potable water• A visionary spirit, and an ability to find creative solutions• Highly self-motivated and conscientious person who does not require regular supervision• Creative• Organized• Hardworking• Productive• Reliable• A good team worker
--	--

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.

Approved by: Reenate Willie Foon

Date of Issue: 26th June 2017