

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

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| 1. Ministry: Ministry of Infrastructure and Sustainable Energy | | |
| 2. Position Title: Transport Foreman | 3. Salary Level: L11-10 | 4. Division: Civil Section |
| 5. Reports To: Senior Civil Engineer | 6. Direct Reports: Senior Civil Engineer | |
| Primary Objective of the Position: To lead civil implementation work on coastal related infrastructures includes, wharf, causeway, bridge, coastal protection, boat passage and wharfs, and also responsible for supervising, and training experienced trade personnel required to accomplish all assigned and upcoming tasks. | | |

| 7. Position Overview | |
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| 9. Financial: NIL | 10. Legal: Kiribati National Conditions of Service 2021 Traffic Act 2006 Civil Aviation Regulations Occupation Health and Safety Coastal Design and Construction Guidelines |
| 11. Internal Stakeholders: <ul style="list-style-type: none">● Supervisor● Colleague To be referred to Manager: <ul style="list-style-type: none">● Civil Construction Guidelines● Working program on civil maintenance and construction.● Funds for tools and materials and additional work manpower required for work completion. | 12. External Stakeholders: <ul style="list-style-type: none">● Other Ministries● Public Servants● Rural Servants To be referred to Manager: Senior Civil Engineer on engineer solution to be undertaken to address coastal structures issues |

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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| 13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: | | |
|--|---|--|
| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
| Office Work | 1. Ensure transport maintenance workers are well performed their duty to require specifications. 2. Ensure material, and equipment is available to support maintenance to transport infrastructures. 3. Determines appropriate transport maintenance procedures required to accomplish technical requirements of each job and relays this to the trade supervisors. 4. Responsible for the timely requisitioning of transport material and equipment for each job. 5. Coordinates with Senior Civil Engineer to maintain all transport employee training and certifications. 6. This position will also assure organizational compliance with all transport safety, quality, environmental, and state, local and federal regulations. 7. Provide daily report on overall status for transport infrastructure work progress. | Recurrent Activities to achieve from time to time basis. |

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| Field Work | <ol style="list-style-type: none"> 1. Inspect transport infrastructures working progress carried out by his team. 2. Onsite assessment during transport infrastructures constructing work to identified issue and come up with remdial work. 3. Lead new road/drainages and civil work on land construction work. | Successful completion of civil construction work |
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| 10. Key Challenges | 11. Selection Criteria |
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| <ol style="list-style-type: none"> 1) Over the water civil infrastructures development 2) Able to liaise with staff to encourage them to work to their best of their capability. 3) Constructing civil infrastructures without or limited used of heavy plants. 4) Limited resources on rural island to construct and maintain infrastructures development. | <p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Post trade certificate III in Carpentry, Construction or other related fields.</p> <p>Experience: At least 2 years working experience on civil infrastructures</p> <p>Job Training: To be trained on the job/ working with construction company</p> <p>Prerequisite: NIL</p> |
| | <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> • English Language |

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| | <ul style="list-style-type: none">• Customer Services• Education and Training <p>2. Skills:</p> <ul style="list-style-type: none">• Active listening• Critical thinking• Report writing• Carpentry work• Well Communicate• Civil working tools <p>3. Attributes</p> <ul style="list-style-type: none">• Concern for others• Understand key of moral ethics• Self Control• Integrity• Team work |
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