

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Line & Phoenix Island Development		
2. Position Title: Foreman	3. Salary Level: L11 - 10	4. Division: Civil Engineering & Technical
5. Reports To: Civil Engineer	6. Direct Reports: Leading hand, Mechanical Tradesman, Heavy Plant Operators, Drivers	
<p>7. Primary Objective of the Position: Ensure that the work schedule for construction, maintenance and monitoring tasks is carried out efficiently in such way all tasks are completed within budget available and to maintain an effective two way communication between office and field staff in order to achieve expected outcomes where economical and quality finish are paramount thus promoting improved engineering.</p>		

8. Position Overview	
9. Financial: NIL	10 Legal:
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Employees • HODs • Administration team <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Implementation of work programme • Approval on daily and weekly work schedule • Technical assistance and clarification regards plans, drawings • Daily and weekly report on work and staff performance • Extra time 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Other Ministries • Customers • NGOs • SOE's <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Seeking technical assistance • Approval on technical work proceeding; surveying, leveling, supervision and project design and costing.

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"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Field work	<ul style="list-style-type: none"> • Organize and supervise field team towards meeting target • Training of field staff • Ensure safety, quality and boost work spirit always • Ensure maximum staff work attitudes and performances • Oversee Plant and Equipment safety and use-ability 	<ul style="list-style-type: none"> - No target extension - Improved knowledge and workmanship - No accidents - No run away before 1615hrs, no repetition of work - Minimum breakdowns
Office work	<ul style="list-style-type: none"> • Obtain instructions and activities from Civil Engineer and Assistant Civil Engineer. • Reporting of work performance, activity against program • Certified timesheets, bonus, overtime documents and purchases • Take over responsibility during absence of Civil Engineer • Assist in whatever possible to benefit of our customers 	<ul style="list-style-type: none"> - Field Staff are update with information - Meet target - Timely payment of money - No work disruption - Activities are created and can be seen
Setting Out of construction work	<ul style="list-style-type: none"> • Obtaining relevant data for construction purposes; • Assist and ensure approved constructions are set out according to design and regulation; Setting out work on engineering projects 	<ul style="list-style-type: none"> - Work closely with Building Code

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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none">• Work both in office and outdoor conditions• Be able to work with minimal staff and especially under stress• Be able to work under heat, in water and after working hours.	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none">- Diploma or Certificate in Civil engineering or related discipline from any recognized institutions <p>Experience:</p> <ul style="list-style-type: none">- 3 years of relevant work experience. <p>Job Training: NA</p> <p>Prerequisite: NA</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">- To write and speak in English- Construction technology;- Engineering surveying <p>2. Skills:</p> <ul style="list-style-type: none">- Utilizing surveying tools

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- Utilizing drawing aid software, such, Auto CAD, Sketch Up, Revit,
- Utilizing office software, such as Microsoft word, excel and Microsoft project
- People management skill; ability to lead, motivate and supervise staff.

3. Attributes

- Smart
- Honest
- Fit
- Punctual
- Creative

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