

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MISE		
2. Position Title: Assistant Estimator 3.	4. Salary Level: L 17-14/13-12/11-10	5. Division: Cost Planning Divsiion
6. Reports To: Cost Engineer	7. Direct Reports: Senior Estimator	
8. Primary Objective of the Position: To ease the pressure and workloads of the Cost Planning Unit		
9. Position Overview: collects and evaluates a Ministry data in order to estimate the costs, resources, and labor needed to produce a service or product		
9. Financial: NA	10. Legal: Kiribati National Conditions of Service 2012, Building Act 2006 and National Building Code of Kiribati, Standard Method of Measurement of Building Works	
11. Internal Stakeholders: i. Supervisor ii.	12. External Stakeholders: <ul style="list-style-type: none"> • i. Public and Private Clients • Building Contractors • Donors of building projects • Suppliers of building materials 	
13. To be referred to Manager: <ul style="list-style-type: none"> • i Completed boq and take-offs • Completed Preliminary and Elemental Estimates • Findings of attended site visits 	14. Without Referral to Manager i. same as # 13 ii.	
15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		

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.

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Assigned bill of quantities for building projects	1 Provides assistance in the preparation of assigned Bills of Quantities for all building projects	Documentation of the number of completed boq
Assigned preliminary estimates for early budgeting of building projects	1 Provides assistance in the preparation of assigned Preliminary estimates for all building projects at the early stage of funding	Documentation of records for any completed preliminary estima
Site Inspections	1 Assist in any site visits required for the assessment of costs for building alterations and the valuation of works on site.	Documentation of records for each revised and completed estimates

16. Key Challenges	17. Selection Criteria
<ol style="list-style-type: none"> 1. To enable to undertake site inspections when required 2 To enable to work on Outer Islands when required 3 To enable to work at odd hours as and when required 4 To perform other related duties assigned from time to time 	<p>17.1 PQR (Position Qualification Requirement): Education: Certificate in Carpentry work</p> <p>Experience:</p> <p>Job Training: :</p> <p>Prerequisite</p> <hr/> <p>17.2 Key Attributes (Personal Qualities): 1. Knowledge -Understand English Language</p>

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	<ul style="list-style-type: none">-Computer literate especially Microsoft Office programs, and Excel spreadsheet-Good knowledge of construction maths <p>2. Skills: Understand to read working drawings Good knowledge in construction maths, building services and construction knowledge</p> <p>3. Attributes Team work</p>
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