

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Residential Infrastructure Inspector	3. Salary Level: L11-10/9-7	4. Division: Quality Control and Inspection Division
5. Reports To: 5.1 Quality Control Specialist 5.2 Director of Engineering Services 5.3 Secretary of Infrastructure and Sustainable Energy	6. Direct Reports: Construction or Structural Engineer	
7. Primary Objective of the Position: To inspect building construction and maintenance activities implemented to residential houses to ensure they comply with the requirements of the National Building Code of Kiribati and Building Act 2006.		
8. Position Overview:		
9. Financial: N/A	10. Legal: a. Kiribati National Conditions of Service 2012, Building Act 2006 and National Building Code of Kiribati 2006	
11. Internal Stakeholders: i. Architects and draughtsman. ii. Construction Engineer iii. Structural Engineer iv. Architect	12. External Stakeholders: i. Public Servants ii. Private building contractors iii. Private engineering firms	
13. To be referred to Manager: • Complex requests for information • Requests relating to inspection work beyond assigned tasks	14. Without Referral to Manager i. Activities and plans that would affect staff from other ministries need to be approved first by the immediate supervisor or Director of Engineering Services. ii. Activities that would involve or affect the general public should be approved first by MISE Secretary and Director of Engineering Services. Sometimes cabinet's approval must be sought depending on MISE Secretary's advice	
15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) ▪ KDP/KPA:		

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:	Date of Issue:
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<ul style="list-style-type: none"> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Conduct inspection work to residential construction work	<ul style="list-style-type: none"> • Read and understand construction drawings • Ensure that the construction drawings have been approved by the Structural Engineer prior to commencing the construction work • Inspect progress and quality of building construction • Identify non-conforming work and direct remedial work • Execute tasks delegated to him by his supervisor • Provide update reports on physical progress and quality of inspected work and highlight issues that may have prevented work from meeting the deadline 	<ul style="list-style-type: none"> • Number of constructions works conforming to the requirements of the Building Code and Building Act • Number of inspection reports produced, and non-compliance issues identified and communicated
Enforce Building Act 2006	<ul style="list-style-type: none"> • Conduct awareness on the requirements of the Building Act 2006 • Document record for the inspected construction work • Update construction supervisor on the requirements of the Act • Patrol illegal construction work on South Tarawa 	<ul style="list-style-type: none"> • Pamphlets on requirements of the Building Act 2006 developed • Centralized system developed to record all construction work inspected • Number of illegal construction work ceased and conforming to the Building Act requirements
Customer Service	<ul style="list-style-type: none"> • Answer calls and take messages that are relating to the Quality Control and Inspection Unit. • Inform stakeholders the progress of the investigation work 	

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- Respect customers and work colleagues

16. Key Challenges

Key challenges of the post are:

1. Ensuring that construction contractors' work complies with construction drawings, Building Act 2006 and National Building Code of Kiribati
2. Attending inspections on Outer Islands
3. Managing heat up discussions with construction contractors especially when inspecting and reviewing construction work.

17. Selection Criteria

17.1 PQR (Position Qualification Requirement):

Education: Diploma in Building or Civil Engineering **OR** Certificate II in Building Construction with 2 years' experience in Building Construction or related field.

Experience: At least 2 years of experience in building construction or related field

Job Training:

Prerequisite:

17.2 Key Attributes (Personal Qualities):

1. Knowledge

- a. Understand the roles of the Quality Control Unit
- b. Understand English Language
- c. Good knowledge on how to perform good customer service
- d. Computer literate especially Microsoft Office programs
- e. Keen to attend workshops relating to capacity building

2. Skills:

- a. Good note-taking skills
- b. Critical thinking
- c. Ability to solve complex issues
- d. Speaking
- e. Lateral thinker

3. Attributes

- a. Concern for others
- b. Self-control
- c. Attention to detail

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	<ul style="list-style-type: none">d. Analytical thinkinge. Integrityf. Teamworkg. Energetic,h. Physically fiti. Able to secure the maximum contribution from employees of the Section
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