

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Senior Civil Estimator	3. Salary Level: L6	4. Division: Cost Planning Division
5. Reports To: Principal Cost Engineer	6. Direct Reports: Senior Cost Engineer	
7. Primary Objective of the Position: To lead estimates for civil engineering works in accordance with Government estimating systems and procedures, working with other members of tender teams to develop customer solutions and secure sufficient work by value and type to meet the Ministry objectives.		

8. Position Overview	
<p>9. Financial: NIL</p>	<p>10 Legal: Kiribati National Conditions of Service 2012 Civil Coastal Guidelines Occupation Health Standard Environment Regulation Land Transport Authority</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Supervisor • Colleague <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Externally request of technical advices and assistance • Standardized estimation on civil work • Funding support for estimation software 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Other Ministries • Public Servants • Urban and Rural Servants <p>To be referred to Manager Senior Civil Engineer for software purchasing, methodologies cut cost of construction work.</p>

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
Office Activities	<ol style="list-style-type: none"> 1. Responsible for bid administration in preparing full estimates on complex civil works. 2. Estimate time, materials and equipment required for job completion. 3. Prepare, analyze and maintain accurate quantities and thorough take offs from plans. 4. Review proposal specification and drawings for civil work development. 5. Periodically update price value on software tools and technology utilized. 6. Review terms and conditions of subcontractor and vendor quotes; serve as a liaison with subcontractors and vendors during the bidding process. 7. Set up civil budget estimation for recording and future use by junior estimators. 8. Review all pricing done by outsiders and assistant estimators within the Ministry. 9. Scrutinizing maintenance and material costs, as well as contracts to ensure the best deals. 	Recurrent activities manage to achieve on timely basis

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Field Activities	<ul style="list-style-type: none"> 10. Investigate site before bidding. 11. Visit civil project sites to observe and inspect construction methods. 12. Participate in civil project hand-off meetings; attend meetings with suppliers and subcontractors (as needed) on site. 	Weekly or Monthly basis activities depend on the civil works.
Supervision	<ul style="list-style-type: none"> 13. Provide technical support to assistant estimators preparing estimates for assigned bids. 14. To train other engineers utilize estimation table for civil project development 	<p>Completion civil structures development is within allocated budget.</p> <p>Successful candidate that participate to contribute future development of civil structures</p>

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> 1) Provide funding for estimation software 2) Able to liaise with client/contractors and sub-contractors. 3) Develop civil estimate cost to reduce construction work. 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Qualification: Bachelor of Quantity Surveying, Construction Management, or Similar with 3 years of working experience on Infrastructure Development</p> <p>Experience: 3 years of working experiences on infrastructures development</p> <p>Job Training:</p> <p>Prerequisite: NIL</p>

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	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">• Coherent with relevant standards• English Language• Customer Services• Education and Training• Occupation Health and Safety <p>2. Skills:</p> <ul style="list-style-type: none">• Active listening• Critical thinking• Excellent negotiating and interpersonal• Sound knowledge of construction• Advance in Microsoft Project, Excel and Work. <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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