

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy	
2. Position Title: Senior Site Engineer	3. Salary Level: L6
4. Division: Quality Control and Inspection Division	
5. Reports To: 1.1 Principal Quality Control Engineer 1.2 Director of Engineering Services 1.3 Secretary of Infrastructure and Sustainable Energy	2. Direct Reports: Principal Quality Control Engineer
3. Primary Objective of the Position: Manage construction inspection requests, conduct inspections and review inspection reports for building works to ensure compliance and to enforce the requirements set out by the Kiribati National Building Act (2006) and the Kiribati National Building Code (2012).	
4. 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. Senior Structural building Control Engineer ii. Architects and Draughtsman iii. Colleagues	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

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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15. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Project Management	<ul style="list-style-type: none"> • Planning and scheduling inspection requests to QCIU as well as approving inspections carried out to ongoing construction projects. • Developing and implementing procedures to address variations related to project design, construction schedules and material substitution. • Liaise with contractors and clients, keeping them updated on the progress of their inspection requests. • Resolve and address on-site queries raised during inspection by determining compliance pathways satisfying the requirements of the KBA 2006 and the KNBC 2012. • Provide necessary supervision and support to QCIU inspectors to ensure they fulfill their duties safely and effectively. • Conduct on-site meetings to assist in clarifying technical design elements as required. • Perform other duties as may be assigned by the Senior Structural Building Control Engineer, Director of Engineering Services and Secretary of the Ministry of Infrastructure and Sustainable Energy. 	<ul style="list-style-type: none"> • Overall management of inspections, inspection requests, and client care.

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Inspection	<ul style="list-style-type: none"> • Understand construction drawings and specifications. • Regularly conduct inspections to undertaken construction projects. • Regularly conduct inspections to undertaken construction projects. • Undertake building materials verification of prior use by construction teams, in accordance with approved specifications and design • Inspect building projects according to stages highlighted in the Building Act 2006. • Submit inspection reports within 3 days after conducting inspection to clients/stakeholders. • Document construction drawing & specifications, site instructions and inspection reports using the filing system used by the division/ministry. 	<ul style="list-style-type: none"> • Inspection report submitted within 3 days following the inspection. • Reports and construction drawings and properly documented in the Quality Electronic Storage System.
Customer Service	<ul style="list-style-type: none"> • Answer calls and take messages that relate to the Quality Control Unit. • Attend scheduled site meetings and raise construction issues that need to be addressed. • Inform stakeholders the progress of the inspected construction works. • Respect customers and work colleagues. 	
Mentorship	<ul style="list-style-type: none"> • Identifying knowledge gaps and developing training programs, and instructions, and provide guidance for mentees. 	<ul style="list-style-type: none"> • Employee engagement with developed mentorship programs. • Retainship of top-performing employees. Employee increased competency.

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	<ul style="list-style-type: none"> • Developing goals and targets, along with developing mentorship programs able to suit mentees needs. • Participation in discussions, events, and mentorship sessions. 	
Enforce National Building Code of Kiribati and Building Act 2006	<ul style="list-style-type: none"> • Ensure that the Building Act 2006 is enacted. • Assess building proposals to ensure they conform the Building Code and Building Act 2006. • Assist in the inspection work to ensure compliance to the Building Code and Building Act is achieved. • Assist in the structural integrity assessment of existing buildings and recommend engineering solutions to ensure existing buildings meet the Building Code minimum requirements. 	<ul style="list-style-type: none"> • Building Act 2006 is enforced/enacted. • Number of Building Permit applications approved. • Number of construction work conforming to the Building Code and Act requirements • Number of existing buildings conforming to the Building Code requirements

16. Key Challenges	17. Selection Criteria
<p>Key challenges of the post are:</p> <ol style="list-style-type: none"> 1. Ensuring that construction contractors' work complies with construction drawings, Building Act 2006 and National Building Code of Kiribati 2. Ensuring minimal impact to the construction programme by the inspection activities of the QCIU. 3. Handling construction inspections for a variety of projects ranging from class 1 to class 3 buildings in Kiribati. 	<p>17.1 PQR (Position Qualification Requirement): Education: Bachelor's degree in civil engineering, and/or construction related field from a recognized institution. Experience: Minimum of 3 years of work experience Job Training: Prerequisite:</p> <p>17.2 Key Attributes (Personal Qualities): 1. Knowledge</p> <ol style="list-style-type: none"> a. Understand the roles of the Quality Control Unit b. Understand English Language c. Good knowledge on how to perform good customer service.

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	<ul style="list-style-type: none">2. Skills:<ul style="list-style-type: none">a. Critical thinkingb. IT-Skills with relevant industry software.c. Conflict resolutiond. Good interpersonal skills.3. Attributes<ul style="list-style-type: none">a. Attention to detail.b. Analytical thinking.c. Integrity.d. Outgoing.
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