

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

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|--|---|---|
| <b>1. Ministry: Ministry of Infrastructure &amp; Sustainable Energy</b>  |   |   |
| <b>2. Position Title: Storeman (BMD)</b>   | <b>3. Salary Level: 18-17</b>               | <b>4. Division: Building and Maintenance Division</b> |
| <b>5. Reports To: Building Engineer.</b>   | <b>6. Direct Reports: Building Assessor</b> |   |
| <b>7. Primary Objective of the Position:</b><br>Procure/purchase/inventory/dispatch/reporting and deliver material for office and all project assignment for Building & Furnishing Unit. |   |   |

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| <b>8. Position Overview</b>  |   |
| <b>9. Financial: NIL</b>   | <b>10 Legal:</b>  |
| <b>11. Internal Stakeholders:</b><br>BMD Staff<br>Ministries<br><br>To be referred to Manager:<br>Procurement  | <b>12. External Stakeholders:</b><br>Suppliers, private sector<br><br>To be referred to Manager<br>Costing of items |
| <b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>  |   |
| <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome: Efficient service delivery</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul> |   |

*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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| <b>Approved by:</b> | <b>Date of Issue:</b> |
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| Key Result Area/Major Responsibilities            | Major Activities/Duties  | Performance Measures/Outcomes       |
|---|--|-------------------------------------|
| Effective and efficient service                   | Preparation of materials required for maintenance and construction           | Meeting of given timeframes         |
| Updated recordings of material list (inventories) | Storing and recording of construction stock and safe keeping of inventories. | Efficiency of material availability |
|   |  |                                     |

| 10. Key Challenges  | 11. Selection Criteria   |
|---|--|
| <p>Physically fit to do the job.<br/>Be able to work smoothly with staff and casual labors.<br/>Be able to work with Microsoft word and excel.<br/>Accuracy: Be accurate in carrying out the tasks especially to the number and specification of building material.</p> | <p><b>11.1 PQR (Position Qualification Requirement):</b><br/><b>Education:</b> Carpentry trade certificate or Form 5 certificate.</p> <p><b>Experience:</b></p> <p><b>Job Training:</b></p> <p><b>Prerequisite:</b></p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"> <li>1. Proactive</li> <li>2. Honest</li> <li>3. Punctual</li> <li>4. Willing to work in a Team.</li> <li>5. Skills:<br/>Computing skills, calculation (Math's) skills</li> <li>6. Attributes: Highly committed, cooperative, patience and respectful</li> </ol> |

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