

ELA: 1/12

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development			
2. Position Title: Multi-Task Assistant	3. Salary Level: 19-18	4. Division: Environment and Conservation Division.	
5. Reports To: SEO, DDECD, DECD - ECD	6. Direct Reports: : SEO-ECD (Biodiversity and Climate Change)		
7. Primary Objective of the Position: To assist the BCO (BCU), SEO (BCU and CC) and the ECD management in implementing biodiversity activities in order to meet obligations under the Environment Act (Amendment) 2007 and the Recreational Reserves Act 1996 and to manage (clean, organize, landscaping, beautification) the designated park areas and the office premises.			

8. Position Overview	
9. Financial:	10. Legal: Environment Act (Amendment) 2007 and Recreational Reserves Act 1996
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Deputy Director • Senior Environment Officers • Climate Change officers • Environment Inspectors • Development and Control Officers • Chemical Waste Management Officers • Environment Outreach Awareness Officers 	12. External Stakeholders: <ul style="list-style-type: none"> • Government Ministries • General Public and businesses <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Any issues encountered with the park users • Unclear advices and poor customer services • Any other matters that cannot be dealt with the Environment Act (Amendment) 2007 and the Recreational Reserves Act 1996
To be referred to Manager: <ul style="list-style-type: none"> • Work plan • Income from Park usage • Progressive reporting requirements • Leave plan • Personal conflicts 	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> • KDP/KPA: 	

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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Date of Review:

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Sustainable system on weekly deposits made on the revenue from parks	Deposit on a weekly basis the revenue from the parks	<p>Outcome</p> <ul style="list-style-type: none"> Improved and updated record of revenues from parks reported to the MELAD account <p>Performance indicators/ measures</p> <ul style="list-style-type: none"> Amount of revenue received from parks in a week
Improvement of permit system on long term park usage	Advise the public intending to use the park more than 3 days to report to the ECD Office and apply for the park usage permit	<p>Outcome</p> <ul style="list-style-type: none"> Weekly deposits system on revenue from parks is maintained and sustained <p>Performance indicators/ measures</p> <ul style="list-style-type: none"> Number of applications received
Improvement of designated park condition and organization	Maintain cleanliness and neatness of the designated parks	<p>Outcome</p> <ul style="list-style-type: none"> Improved permit system for long term park usage <p>Performance indicators/ measures</p> <ul style="list-style-type: none"> Number of clean ups made Number of landscaping and beautification activities (trimming of trees and others) made Visible cleanliness and neatness condition of the park.
Improvement of peace and security in the park	Ensure peace and security of parks	<p>Outcome</p> <p>Improved condition and organization of the designated parks.</p> <p>Performance indicators/ measures</p> <ul style="list-style-type: none"> Number of cases found

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<p>Improvement of monitoring of park permits conditions</p>	<p>Monitor park permits conditions</p>	<ul style="list-style-type: none"> • Number of reports made on the incidents occurred • Patrols made in the park <p>Outcome</p> <ul style="list-style-type: none"> • Improved peace and security in the park
<p>Sustainable provision of park facilities to the public</p>	<p>Responsible for maintenance and keeping and park facilities (toilet, water system, solar lighting system, bbq, etc) tools, and equipment in a safe manner</p>	<p>Performance indicators/ measures</p> <ul style="list-style-type: none"> • Number of monitoring made • Number of reports made to the office on the conditions breached <p>Outcome</p> <ul style="list-style-type: none"> • Improved compliance from the park users
<p>Improvement of recording and reporting incidences to appropriate authorities</p>	<p>Record and report incidences to appropriate authorities (fire, crime, drowning, etc)</p>	<p>Performance indicators/ measures</p> <ul style="list-style-type: none"> • Number of incidences occur and reported to appropriate authorities

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<p>Improvement of monitoring and reporting of the Security Firm's services as per contract with the Ministry</p>	<p>Assist BCO to ensure that the Security Firm's services as per contract of agreement with the Ministry is satisfactory</p>	<p>Number of records made on the incidences occur in the park areas</p> <p>Outcome</p> <ul style="list-style-type: none"> Improved records and reporting on incidences to appropriate authorities <p>Performance indicators/ measures</p> <ul style="list-style-type: none"> Number of reports made to the office on the performance of the Security Firm as per contract of agreement with the Ministry <p>Outcome</p> <ul style="list-style-type: none"> Satisfactory of the Security Firm's services as per contract of agreement with the Ministry is maintained
<p>Improvement in the transport and delivery services</p>	<p>Assist in the transport and delivery services for any official activities or functions, etc.</p>	<p>Performance indicators/ measures</p> <ul style="list-style-type: none"> Number of deliveries made. <p>Outcome</p> <ul style="list-style-type: none"> Improved transport and delivery services
<p>Sustainable cleaning and maintenance of office facilities</p>	<p>Responsible for cleaning and maintaining office facilities (office buildings, toilet block, etc)</p>	<p>Performance indicators/ measures</p> <ul style="list-style-type: none"> Number and Types of cleaning made Types of facilities and equipment reported needing maintenance Number and type of maintenance made <p>Outcome</p>

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Landscaping and beautification of office compound	Responsible for landscaping and beautifying the office compound.	-staffs satisfied with the services/facilities provided at the office
		<p>Performance indicators/ measures</p> <ul style="list-style-type: none"> • Type of landscaping and beautification activities (gardening, trimming of trees and others) made <p>Outcome Improved organization and setting of the office compound.</p>
Carry out tasks assigned with	Perform any other tasks assigned by Officer in Charge of ECD	<p>Performance indicators/ measures</p> <ul style="list-style-type: none"> • Number of tasks performed • Types of tasks performed <p>Outcome</p> <ul style="list-style-type: none"> • Good performance in any tasks assigned with is maintained

<p>10. Key Challenges</p> <p>KEY CHALLENGES.</p> <ul style="list-style-type: none"> • May require work after hours when the need arise • May require work during public holidays • Insufficient operational budget • Inadequate or unavailability to that extent of tools and equipment needed 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Form 3 certificate</p> <p>Experience: Desirable for post-holder to have experience in cleaning, landscaping, beautification, security work, carpentry, plumbing and driving.</p> <p>Job Training: Preferable to have undergone trainings on security work, landscaping, beautification, carpentry and plumbing</p>
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	<p>Prerequisite: to be eligible for this position, the post-holder should at least have obtained a Form 3 certificate and have undergone on the job training on security work, landscaping, beautification, carpentry and plumbing.</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">• Mature in his/her approach.• Good communication skills• Good personality - social and respectful.• Good English and Kiribati speaking and writing skills• Capability to handle conflicts• Able to work odd hours
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