

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: <i>Ministry of Employment & Human Resources Development</i>	
2. Position Title: <i>Chief Engineer</i>	3. Salary Level: <i>L6-5</i>
4. Division: <i>Marine Training Centre</i>	
5. Reports To: <i>Deputy Captain Superintendent</i>	6. Direct Reports: (Write No. & Position Title: <i>Captain Superintendent</i>)
7. Primary Objective of the Position: <i>Managing the overall operation and training of the engine department.</i>	
8. Position Overview: <i>Administering and Managing the overall operation of the engine department.</i>	
9. Financial:	10. Legal:
• Recurrent Budget • Annual financial assistant • Control and verifying MTC or departmental order	i. Kiribati National Condition of Service 2020 ii. Procurement act 2019. iii. Kiribati Maritime Act 2017 iv. IMS Policy MTC v. ISM vi. ISPS vii. MTC Assessment Policy & Procedures viii. MTC OHS & EQ Policy ix. MTC Department operation Manual x. Company Business Ethic xi. Kiribati Shipping Act xii. Merchant Shipping Act 2006 xiii. Financial Regulation 2012 xiv. Kiribati Maritime Bill 2016 xv. Environmental Act as amended xvi. MLC 2006 xvii. STCW78 as amended - xviii. STWC-F xix. Gender and Sexual Harassment Policy, Violent & Bullying
11. Internal Stakeholders:	12. External Stakeholders

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.

Approved by: 	Date of Issue: <i>20/7/26</i>
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Subject	Captain Superintendent	DSC/ IMS	HoD	Doctor
Damage	✓	✓	✓	
Injuries	✓	✓	✓	✓
Incidents	✓	✓	✓	✓
Maintenance		✓	✓	
Purchases	✓		✓	
Claims	✓	✓	✓	
Certificate	✓		✓	
Management reviews	✓	✓	✓	
Courses		✓	✓	

To be referred to:

Subject	MLHRD	Marine Division	Resp. Port Authority	Hospital	Donors	PUB/ PWU	Crewing Agent
Damage	✓					✓	
Maintenance	✓					✓	
Injuries	✓			✓			
Purchasing					✓		
Certification		✓					✓
Overseas order	✓		✓				✓
Eligibility		✓					✓

To be referred to Manager:

13. 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
- Board of Studies - Managing the electrical power supply & consumption efficiency and monitoring - Manage the operation of Water System and Ration - Design and develop the short course engineering curriculum	- Bringing and discussing of engine department issues to the ABM as a member of ABM. - Localize, monitor and maintaining of MTC output power supply. - Monitoring water consumption and maintaining of the water ration. - Updating and review of engine short course syllabus - Updating and review trainee's engine syllabus. - Lesson deliver to trainees and Engine Officers.	- Equity and fairness - No power overloading, no risk - Water availability, training continues. - Employment - Engine training resources and working equipment are all in stock and available - Recommended Qualification obtained by trainees.

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- Design and develop the IDF & FVP Marine Engineering course curriculum - Managing the operation and maintenance of the MTC Emergency Generator - Teaching all Marine Engineering & other Engineering Modules - Managing the MTC Central Store Inventory, Upkeeping and Maintenance	Monthly updating of engine department resources and equipment.	
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14. Key Challenges	15. Selection Criteria
- Main Power cut off - Limited of stock in a country - Missing tools - Water shortage - Generator fuel consumption - Instructors availability - Unplanned meetings - Unreported damages & matters	15.1 PQR (Position Qualification Requirement): 1. Marine Engineer Class 1 or Marine Engineer Class 2 in accordance with Reg III/2 of the STCW as amended with: A. Unlimited Machinery Propulsion Power, B. Ship's High Voltage System , C. Electrical, Electronic and Control Engineering, D. Additionally an holder of Engineering Fabrication Certificate Level 3. E. Train of the Trainers Certificate. F. Maritime Simulator Instructor Operational Certificate. or, 2. Marine Engineer Class 3 or relevance to Diploma Marine Engineering in accordance with Reg III/3 of the STCW as amended with: A. Machinery Propulsion Power of 750kW to 3000kW, B. Ship's High Voltage System, C. Electrical, Electronic and Control Engineering,

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	D. Additionally an holder of Engineering Fabrication Certificate Level 3. E. Train of the Trainers Certificate. F. Maritime Simulator Instructor Operational Certificate. Education: 1. Recognized international maritime institute and tertiary or academy.
	Experience: 1. Two years' sea service as a Chief Engineer or Second Engineer on board foreign going vessels, or 2. Three years in holding the position and capacity of a Marine Engineer Officer aboard foreign or domestic vessels. 3. At least three years of teaching in any recognized maritime institute
	Job Training: 1. Ship's Marine Engineering Watchkeeping Operation at the Officer Level 2. Marine Engineering and Engineering Workshop Operation 3. Ship's High Voltage System in accordance with STCW as amended
	15.2 Key Attributes (Personal Qualities): 1. Knowledge 2. Skills: • Excellent English • Leadership • Forward Planning Budgeting • CAD Drawing
	3. Attributes: • Reliability • Innovation • Creativity • Planning Skills • Influencing skills and drafting skills • Numeracy

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Courses		✓	✓		
To be referred to: Chief Engineer			To be referred to Manager: SRO		
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) ▪ KDP/KPA: e.g., 1. Human resource Development and 5. Good Governance ▪ MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1 ▪ Divisional/Departmental/Unit Plan:					
Key Result Area/Major Responsibilities		Major Activities/Duties		Performance Measures/Outcomes	
- Engine training modules and syllabus - Engine Maintenance - IDF & BHSC Lesson Delivery - Duty Officer		- Assist to Chief Engineer in establishing, revising and maintaining Engine training Modules and syllabus - Assistant to head of the engine department - Teaching and training of students in workshop practice and engineering theory - Training of participants in upgrading courses in workshop practice and engineering theory including diesel engine theory and metallurgy - Doing maintenance on MTC buildings, outboard motors and mechanical equipment together with chief engineer. - Servicing MTC vehicles - Watch keeping duties according to the duty roster - Maintenance of discipline and controlling daily routine at MTC as duty officer in accordance with		- Observation on general appearance, performance, attendance and punctual - Examine the accuracy of Lesson plans, assessments, Record of class work, daily work record and course bibles as well as to be updated - Observe the ability to operate and handle of vehicles, tools and machineries. - All Machineries and vehicles must be in good affairs - Observe the competence to maintain ISPS levels during the duty, onboard training vessels and at all times staying in MTC according to the standard of STCW 2010 and MTC standing orders. - All other jobs and orders assigned by the chief engineer must be followed and	
- Other tasks delegated by Chief Engineer - Outreach Program Instructor		Maintenance of discipline and controlling daily routine at MTC as duty officer in accordance with		All other jobs and orders assigned by the chief engineer must be followed and	

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	standing orders. • Maintenance of discipline and controlling daily routine on board training vessels as training officer in accordance with standing orders. • Other jobs assigned by Chief Engineer.	completed in a required and specific time. • All students and participants in upgrading Courses should be able to demonstrate good understanding for basic engineering knowledge and workshop skills.
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14. Key Challenges	15. Selection Criteria
• Training assessment • Flexible toward the assigned task by his/her HOD • Normal routine problems have to be solved. Guidance where necessary is available from senior staff, namely Chief Engineer, Captain and Chief Officer. Postholders have to follow written instructions.	15.1 PQR (Position Qualification Requirement): Education: • Marine Fitter and Able Seafarer Engine Certificate Experience: 2 years' experience at sea Job Training: <i>Must be prepared to go overseas to upgrade skills after extended period at MTC.</i> 15.2 Key Attributes (Personal Qualities): 1. Knowledge: <i>Operational Leadership skills, Computer Literacy</i> 2. Skills: <i>Improvisation & Flexibility</i> 3. Attributes: <i>Marine Fitter certificate</i>

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