

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Employment and Human Resources		
2. Position Title: Marine Engineer Class III	3. Salary Level: 13-12	4. Division: Marine Training Center
5. Reports To: Chief Engineer	6. Direct Reports: Chief Engineer	
7. Primary Objective of the Position: Teaching IDF the Marine Engineering and the TWS Modules. Teaching the BSHC trainees the Maritime English modules. Teaching and perform practical in the engineer short courses		

8. Position Overview: Teaching IDF trainees engineering modules & BSHC maritime modules	
9. Financial i. Requisition of Engine Department order for training materials.	10 Legal: i. Kiribati National Conditions of Service 2012 ii. Employment and Industrial Relations Code 2015 iii. Kiribati National Condition of Service 2020 iv. Procurement act 2019. v. Kiribati Maritime Act 2017 vi. IMS Policy MTC vii. ISM viii. ISPS ix. MTC Assessment Policy & Procedures x. MTC OHS & EQ Policy xi. MTC Department operation Manual xii. Company Business Ethic xiii. Kiribati Shipping Act xiv. Merchant Shipping Act 2006 xv. Financial Regulation 2012 xvi. Kiribati Maritime Bill 2016 xvii. Environmental Act as amended xviii. MLC 2006 xix. STCW78 as amended xx. STWC-F xxi. Gender and Sexual Harassment Policy, Violent & Bullying

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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11. Internal Stakeholders: • Captain Superintendent • Deputy Captain Superintendent • Quality Management Commissioner • Head of Department • Trainees • Short Courses Students	12. External Stakeholders: • MEHR To be referred to Captain Superintendent: • Damage • Injuries	
To be referred to Engine HOD; • Intake Procedures • Purchasing of Training Materials • Trainees Academic Unit Test and Final Assessments • Damage • Injuries • Incidents • Maintenance • Claims • Short Courses Certificate of Completion & Issuance • Marine Engineering and TWS Courses delivery schedule		
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> ▪ KDP/KPA: 1 Human Resources Development and KPA: 2 Economic Growth and Poverty Reductions ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Teaching	Teaching maritime modules, and the safe working practices and environment protection on board the vessels according to STCW 95 as amended. Evaluating, moderating and assessing of trainees at the end of end unit. Updating class work record.	Competency, Safe Environment and personal. Identifying poor areas to be improved.

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Lesson plans and curriculum	Preparing of curriculum and lesson plans, collecting of articles and compile units into modules.	Standard of lesson delivery sustained.
Hand out review	Review trainees notes and handout to make sure the standard of training (STCW) are met.	Trainees obtain the updated training. Working on board continues No rejections of Ikiribati's seaman from international shipping companies
Duty Officer	Carry out periodic check around the compound, and inspecting of watchmen at their stations after working hours and night. Reporting any unusual defect to fences and damage of MTC properties. Maintaining ISPS throughout the duty.	Cost effective. Trainees discipline improved. MTC asset and
Intake	Travelling and performing intake formalities and workshop to registered candidates. Filling up all intake document and make report of the intake to be submitted to the intake coordinator on return.	Accountability, transparency and cost effective.
BOS	Member of the Board of Studies, discussing of training need to be improved with resolutions	Training development to be always inline with the international standard requirement

14. Key Challenges	15. Selection Criteria
• Trainees attendance • Lack of resources • Lesson Timetabling • Test and Exam Resist • Candidates Over limit • Course high demand	15.1 PQR (Position Qualification Requirement): • Marine Fitter with 2 years post work experience. Education: • Marine Training Center or other international Maritime Recognised Training Organisation • Experience: • Teaching at least 1 year • At least 3 years carrying out Fitter tasks and responsibilities on board foreign going ships.

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	Job Training: • <i>Master Engineer class 5</i> • <i>Fire Fighting and Prevention</i> • <i>Survival Technics</i> • <i>First Aid</i> • <i>Leadership</i> • <i>Communication</i> • <i>TOT</i>
	11.2 Key Attributes (Personal Qualities): 1. Knowledge • Listening, reading and speaking English • Teaching • Microsoft software • Problem solving • Time Management 2. Skills: • Active listening • Management of Personnel Resources • Communication • Reporting • Monitoring • Complex Problem Solving • Time Management • Quick learner • Innovative • Creative • Team player 3. Attributes • Integrity

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| | <ul style="list-style-type: none">• Organize• Stress tolerance/Patient• Social• Leadership• Honest• Committed |
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