

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: MICTTD		
2. Position Title: Assistant Airport Manager	3. Salary Level: 11-10	4. Division: Airport Services of Kiribati
5. Reports To: Airport Manager	6. Direct Reports: Director of Airport Services	
7. Primary Objective of the Position: Ensure that all outer-island airports are maintained according to the recommended standard and requirements for safer operations.		

8. Position Overview		
9. Financial: \$5,000.00		10 Legal: NCS, Annex 14, CAR 2005, Civil Aviation Act 2004.
11. Internal Stakeholder: Without referral to Manager: - Develop inspection and maintenance programme for all outer-island airports. - Work on requirements of outer island airports in accordance to Annex 14 standards. Civil Aviation Act 2004, CAR 2005 - Preparation of proposals for outer island airports to meet the required standard. - Liaison with island councils for implementation of work programme	12. Internal Stakeholder: DS/SAS/ AS To be referred to Managers/Supervisors: - Implementation of work programme for outer islands airports (inspection and maintenance) - Payment of maintenance work carried out by respective island councils - Final inspection of airports after maintenance work is done. - Purchasing or acquiring of airport's essentials to support safer operations - Conducting of major maintenance work on runways - Special inspection of runway based on pilot's report	13. External Stakeholder: To be referred to Manager: - Incomplete maintenance work on respective airports - Unsatisfactory result of work done to respective airports after maintenance work is done. - Purchasing or acquiring of airport's essentials to support safer operations - Conducting of major maintenance work on runways. - Special inspection of runway based on line pilots' report.

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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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
Maintenance of outer island airports	• Preparation of work programme for inspection and maintenance • Preparation of agreement between island councils on the maintenance work required at each airport • Implementation of work programme • Monitoring of maintenance work on airfield • Achieve target on time, for inspection and maintenance • Visiting islands for implementation of required work • Liaison with island councils for implementation of work required for airfield	• Inspection report for outer island airports • Progress report on maintenance work for final inspection to ensure work is carried out according to agreed work • Comments by pilots during operation to respective islands • Complaints filed by island council due to non-compliance to agreement signed between airport and respective islands • List of expenditure to outer islands for air ticket and other related costs
Proposals for upgrading work needed to outer island airports	• Preparation of proposals on work required for an airport upgrading • Surveying of airfield based on report submitted to the office by island councils or pilots • Seeking sources of funding for upgrading works required from time to time	• Upgrading works carried out to airports
	• Coordinate the development and submission of project proposals to achieve the MOP and KDP goals	• Daily assignments given to officer and to ensure they are completed on time without complaints reported from

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	Supervise the implementation of approved projects, including budget expenditure and acquittal	customers
HR Management Framework implementation	Assist the Secretary in the implementation of the HR Management framework in the Ministry	People Management is accurately dealt with in line with the Ministry HR Management framework and NCS

14. Key Challenges	15. Selection Criteria
- A key challenge of the post is coordinating administration activities of the Ministry to ensure that technical staff can perform their roles effectively. This may include providing advice to technical staff on administrative matters - At peak work times, additional working hours may be required to meet deadlines. Overtime is payable - The post is occasionally required to liaise with Central Agencies such as PSO and Finance to ensure that the Ministry complies with all policy and procedures	15.1 PQR (Position Qualification Requirement): Education: Graduate Degree in any Management field 15.2 Key Attributes (Personal Qualities): - Ability to work outside normal working hours - Ability to deal with disputes in an effective and efficient manner - Communication skills - People management skills - Project management skills - Ability to implement the work programme on a timely basis - Able to travel to outer islands by sea or air - Fluency in both English and Kiribati Language - Competent with Microsoft word, Microsoft excel, email and internet facilities

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