GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Environment		
2. Position Title: Draughtman	**3. Salary Level:** 9-7	**4. Division:** Architectural Design Division, MISE
5. **Reports To:** Senior Architect	**6. Direct Reports:** Draughtsman	
7. Primary Objective of the Position: To ease the design workload within the TDS from time to time		

8. Position Overview	
9. Financial: NIL	10 Legal: National Condition of Service, Kiribati National Building code, Building Act
11. Internal Stakeholders: • All division within MISE • Employees • Donors To be referred to Manager: All activities	12. External Stakeholders: • All Ministries • Donors • Customers To be referred to Manager: All activities

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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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
1. Enhance TDS to accomplishing its milestones and preset deadlines for design documentation	● Supervision of Design Unit Staff ● Preparation of building designs/drawings for all development project via infrastructures ● Surveying of buildings to be altered and/or extended ● Field visits and surveying of sites to be developed ● Updating of building plans to incorporate changes from time to time ● Computing and recording of drawings using Auto Cad programme ● Provide assistance with the estimation work as and when required Assist in the preparation of staff training programme in line with the expanding role and functions of the Unit and with the changing technologies in the construction industry	1. Ease the design workload within the TDS 2. Reduced backlog of uncompleted designs 3. Improved the productivity of design output within the TDS
2. Better equipped TDS with the proper expertise and profession required in Architectural draughting.		4. Further improved the quality of design documentation within the TDS

10. Key Challenges	11. Selection Criteria
1. To be prepared to undertake duties on outer islands regarding designs documentations as and when required.	**11.1 PQR (Position Qualification Requirement):** **Education:** Bachelor's degree in architectural Drafting or Building Science

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2. To be able to deal with different clients in analyzing their statement of needs and the like, for incorporation in the design concept	OR Diploma in Architectural Drafting or Building Science with 3 years' experience in design work **Experience:** **Job Training:** **Prerequisite:**
	11.2 Key Attributes (Personal Qualities): ● Self- decision maker in analyzing problem solving of any kinds related to any design aspects arise from time to time from client ● Productive worker ● Competent worker

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