GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MICTTD		
2. Position Title: Superintendent	**3. Salary Level:** L11-10	**4. Division:** Airport Services
5. Reports To: Safety and Security Manager	**6. Direct Reports:** Fire Superintendent	
7. Primary Objective of the Position: responsible for operational of all Fire Services Equipment as well as ensuring that all Firemen and Rescue Officer attained the required level of knowledge and skills to perform their duties efficiently and effectively according to the Standard and Recommended Practices (SARPS) set out in Annex 14, Kiribati Rules Part 139 and Civil Aviation Rules 2005.		

8. Position Overview	
9. Financial: Nil	**10 Legal:** SARPS Annex 14- Section 9.2, Doc 9137 (Airport Services Manual Chapter 13), Doc 9683- Human Factors Training Manual, Airport Emergency Plan, Fire Service Manual, NCS
11. Internal Stakeholder: Safety and Security Manager, OIC Airport Services, Ministry Administrators **Without referral to Manager:** • Assist Safety and Security Manager • Lead crew in training and physical exercise develop emergency plan and grid map for emergency activities • Conduct advance and basic rescue and firefighting course to all ARFS personnel • Regular check of logbooks for urgent actions required • Provide quarterly and annual reports on the training progress, activities and responsibilities of the required Fire Service Personnel	**12. External Stakeholder:** Government Ministry Representatives, KOIL Airport Personnel, Air Kiribati Staffs, Security Firms. **To be referred to Managers/Supervisors:** • Disciplinary actions • Consultations on high level issues • Urgent needs of the division including staff grievances or concerns • Reporting of incidences that requires higher level decision

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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• Disciplinary reports of subordinates; such as Fire Supervisor, rescue fire officers, firefighter and mechanics • Checking integrity of reports prepared and presented by mechanics and other firefighting team before taken up for consideration at higher level	

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
Preparation of training plan for firefighting personnel	Responsible in ensuring that all ARFS personnel undergo required training for efficient and effective performance Ensure that the training programme or plan is implemented accordingly so the target skills and knowledge is achieved	Assess their performance to evaluate the level of training required
Conduct advance and basic rescue and firefighting trainaing for all ARFS personnel, and to assess their competency against the required standard	Responsible in leading, monitoring and support ARFS personnel in resolving operation incidents Develop and maintain a training programme to provide the service personnel with the appropriate competencies to carry out their duties effectively and efficiently and that all personnel are assessed periodically against the recommended standard. Carry out checks to logbooks for urgent reports, and fr maintenance required to any fire service apparatus	To check the readiness, fitness and competencies of all ARFS personnel periodically against the standard To check and implement actions required in the daily logbook for daily operations

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Manage the effective use of resources	Co-ordinate and supervise emergency drills to ensure efficiency and effectiveness of ARFS personnel Maintain the firefighting equipment in a full operational conditions at all times To ensure that fire station is maintained at a good standard Maintain the appropriate amount of reserves and stock of firefighting chemicals and extinguishing agents and have them replenished as required	To manage the performance of teams and individuals in order to achieve objectives To check all equipment are maintained according to schedule To check that fire station is free of all hazardous materials To check that all required materials for firefighting remain valid and readiness for use

14. Key Challenges	**15. Selection Criteria**
• Ability to make decision in the absence of the Safety and Security Manager • Ability to train all ARFS personnel to the required standard • Ability to perform the required duties and responsibilities stipulated in the Post Description • Ability to develop and maintain a training program for the provision of service with the appropriate competencies to carry out their duties effectively and efficiently.	**15.1 PQR (Position Qualification Requirement):** Degree in Firefighting/Policing/Ma nagement/Public Administration. **15.2 Key Attributes (Personal Qualities):** 1. Possess skills in firefighting and rescue 2. Have worked as a firefighter for at least 3 years 3. Fluent in English and Kiribati language 4. Computer literate, especially with Microsoft Access Software

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