GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Principal Architect	**3. Salary Level:** L5	**4. Division:** Architectural Design Division
5. **Reports To:** Director General of Engineering Services	**6. Direct Reports:** Senior Architect	

Primary Objective of the Position: To contribute to the overall policy and goals of MISE by:

a) Implementing MISE action plans on buildings infrastructure

b) Training and supervising staff of the design section

Responsible for the overall management and control of the Architectural Services unit and also perform duties

7. Position Overview	
9. Financial: NIL	10 Legal: NCS, Building Act and Kiribati National Building Code
11. Internal Stakeholders: All divisions • All divisions 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.

Approved by:	**Date of Issue:**

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. Provision of a most cost effective building design to cater for our domestic and foreign requirements. 2. Improvement in the design section functions 3. Improvement in the delivery of a high quality output for all development project related to building construction 4. Proper control and coordination of expenditure on all building work is achieved.	a) Participants in the preparation and review of the feasibility studies on planned development projects b) Provide assistance in the preparation of project documents c) Provide advisory and guidance on the preparation of building drawings/designs to ensure proper specifications and accuracy d) Assist in the preparation of annual budget e) Responsible of the proper control of expenditure to ensure that all costs are contained within the approval allocation/provisions f) Undertakes visits to project sites as a requisition to the preparation of building drawings to ensure that all details of land and specifications are properly included. g) Undertakes periodic review of government buildings and make necessary alterations where appropriate to ensure that the buildings are maintained to the building standards h) Assist the chief engineer in the deployment and training of the designing officer staff	1. Considering the nature of the job is purely professional, the post holder is required to be able to solve problem related to his/her work in a professional manner without or little advise from his/her immediate supervisor

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10. Key Challenges	11. Selection Criteria
a) Physical fit b) Professional and analytical c) Accountable and energetic 1. To be able to deal with different clients analyzing their statement of needs and the like, for incorporation in the design concept	**11.1 PQR (Position Qualification Requirement):** **Education:** Bachelor's degree in architectural design with 3 years' work experience in architectural field OR Diploma in Architecture/Drafting Design with 5 years of experience **Experience**: **Job Training:** **Prerequisite:**
	11.2 Key Attributes (Personal Qualities): **1. Knowledge** **2. Skills:** **3. Attributes** ● Creative ● Organized ● Hardworking ● Productive ● Reliable

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	• A good team worker

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