GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Principal Building Engineer	**3. Salary Level: 5**	**4. Division: Building and Maintenance** Division
5. **Reports To: Director General of Engineering Services**	**6. Direct Reports: DGES/Secretary**	

7. Primary Objectives of the Position:

- The primary objective of the position is to ensure that all building should be maintain and comply with the National Building Code of Kiribati, Kiribati Building Act 2006. The incumbent also manages the provisions from the Maintenance Fund and reviews the policy of using maintenance funds and initiates changes for improvements. Implement new standards that are relevant to government buildings and to improve design and construction work which are also the primary objectives of the position. As the incumbent is responsible for looking after the Building & Furnishing Division, it is a mandatory requirement that he/she manage, plans, formulates and reviews the divisional operational plan of the unit to ensure that the work performed by staff of the unit complements MISE's strategic plan and the Government's plan. Monitoring staff's performances is also the key objective of the role to ensure that the developed plans are implemented accordingly to accomplish the Unit's and the Ministry's objectives.

8. Position Overview: The incumbent is required to ensure that the Building and Maintenance Division is operating within its annual budget accomplish its established targets and deliver efficient, transparent and high-quality work to meet the standard as required.

9. Financial: The incumbent has a control over the following financial subheading. Budget allocation, E2707
   - 206 – Temporary Assistance;
   - 216 – Internal Travel;
   - 217 – Local Training Costs;
   - 218 – Local Accommodation & allowances;
   - 240 – Printing;
   - 241 – Stationery and supplies;
   - 243 – Purchase of Office Equipment
   - 244 – Repairs of Equipment;

10 Legal:

a. The incumbent was assigned to manage and prepare report for Maintenance Fund. It was duty to prepare a report and to provide documents concerned supplementary for the need of completing the maintenance work Engineering Services

b. It is also his/her responsibility to carry out the maintenance work with new building project according to National Building Code of Kiribati – Under the Building Act

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• 250 – Local Services; and	
10. Internal Stakeholders: • Head of departments/divisions within MISE • Director General of Engineering Services • Administration Officers • Secretary for Ministry of Infrastructure and Sustainable Energy To be referred to Manager: • It is inappropriate for the incumbent to delegate tasks and seek assistance directly from staff of the following divisions; o Architectural Design Unit o Cost Planning Unit o Civil Engineering Department o Energy Planning Department o Water and Sanitation Engineering Department o Registry Unit o Account Unit Should any assistance may be required the responsible head of division should be contacted or the imeediate supervisor who is the Director of	12. External Stakeholders: • Include officers from other ministries who are tasked to work on a specific request from Cabinet/Minister. The incumbent is required to provide regular updates to his immediate supervisor. Should approval be required from MISE, the incumbent must seek advice first from the Director General of Engineering Services and Secretary of MISE To be referred to Manager • Maintenance for government ministries building should be approved first by the immediate supervisor or Director of Engineering Services

13. KEY ACCOUNTABILITIES ***(Include linkage to KDP, MOP and Divisional Plan)***

- ***KDP/KPA: Key priority Area 6: Infrastructure***
- ***MOP Outcome: Building & Maintenance Division***

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- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
• Implementation of the annual construction and maintenance program for building works on the Outer Island in a timely and efficient manner	Managing the Maintenance Fund to Ministries priority, attending critical issues which needs good advice on how to accomplished and determine without problems.	The incumbent of the position is required to address all problems related to the planning and scheduling of resources necessary to implement the approval work programs.
	Response quickly for emergency situations to government building	On matters which require technical advice the incumbent may seek assistance from the Director of Engineer
		Proper policy of using Maintenance fund
Cost effective use of funds from construction and maintenance activities	Review maintenance survey to all government buildings Review labor and materials returns to ensure necessary resources are begin applied to all projects and Maintenance work	

10. Key Challenges	11. Selection Criteria
	11.1 PQR (Position Qualification Requirement):

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• Key challenges of the post are: 1. Ensuring that construction contractors' work complies with construction drawing, Building Act 2006 and National Contittion of Service	**Education:** *Essential* Bachelor's in Building Construction/Construction Management and other related field with 3 years of experience. Or Diploma in Building Construction with 5 years of experience. **Experience**: **Prerequisite:**
	11.2 Key Attributes (Personal Qualities): **1. Knowledge** a. Understand the roles of the Building & Furnishing Division b. Understand English language c. Good knowledge on how to perform good customer service d. Computer literate especially Microsoft Office programs e. Keen to attend workshops relating to capacity building **2. Skills:** - Good note-taking skills - Critical thinking - Ability to solve complex issues - speaking **3. Attributes** - Concern for others - Self-control - Attention to detail - Analytical thinking - Integrity - Team work

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POSITION DESCRIPTION

Prepared by: ……. **Date of issue (revision):** 31/10/2024

Approved by: ……. **Date: ……**

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with Manager's directions when and as required, which may include completion of duties not listed in this document.