GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Principal Quality Control Engineer	**3. Salary Level:** L5	**4. Division:** Quality Control and Inspection Unit
5. Reports To: 5.1 Director of Engineering Services 5.2 Secretary for Ministry of Infrastructure and Sustainable Energy	**6. Direct Reports:** Director of Engineering Services, DES	
7. **Primary Objective of the Position:** The primary objective of the position is to ensure that all building and civil infrastructure development proposals and projects comply with the National Building Code of Kiribati, Kiribati Building Act 2006, Highway Authority Act, Environmental Act 1999 and other relevant Kiribati regulations. It is also the role of the incumbent to review the existing engineering standards and systems and initiate changes for improvements. Developing new standards that are relevant to Kiribati context to improve and benchmark any engineering design and construction work are also the primary objectives of the position. As the incumbent is responsible for looking after the Quality Control and Inspection Unit, it is a mandatory requirement that he/she organizes, 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 the Quality Control and Inspection Unit is operating within its annual budget, accomplish its established targets and deliver efficient, transparent and high quality services to the public.		
9. Financial: The incumbent has a control over the following financial sub headings under the Quality Control and Inspection Unit's 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 and Equpment; • 250 – Local Services; and • 251 – Overseas Services	**10. Legal:** a. Under the Building Act 2006 Section 20 subsection 1, 2, 3 & 4, the incumbent was assigned by the Vice President and Minster for Infrastructure and Sustainable Energy on 21st February, 2017 to act as a Building Inspector. All legal powers of the Building Inspector stipulated in the Building Act are to be exercised by the incumbent. The incumbent is also protected under the Building Act 2006. b. National Building Code of Kiribati – Under the Building Act the incumbent is bound to ensure that all building design and construction work comply with the Building Code.	

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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11. Internal Stakeholders: i. Architects and draughtsman; ii. Head of Divisions within the Ministry of Infrastructure and Sustainable Energy; iii. Director of Engineering Services; iv. Administration Offices; and v. Secretary for Ministry of Infrastructure and Sustainable Energy	**12. External Stakeholders:** i. 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 of Engineering Services and Secretary of MISE
13. To be referred to Manager: ii. It is inappropriate for the incumbent to delegate tasks and seek assistance directly from staff of the following divisions: • Architectural Unit; • Cost Planning Unit: • Civil Engineering Section; • Water and Sanitation Engineering Unit; • Registry Unit; and • Account Section. iii. Should any assistance be required, the responsible head of division should be contacted or the immediate supervisor who is the Director of Engineering Services.	**14. Without Referral to Manager** i. Activities and plans that would affect staff from other ministries need to be approved first by the immediate supervisor or Director of Engineering Services. ii. Activities that would involve or affect the general public should be approved first by MISE Secretary and Director of Engineering Services. Sometimes cabinet's approval must be sought depending on MISE Secretary's advice

15. 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
Develop policies on environmentally sustainable designs	• Review existing policies such as the National Building Code of Kiribati to ensure it contains provisions for sustainable designs	• National Building Code of Kiribati is upgraded to address environmental issues.

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	• Develop design guidelines/design assessment checklist that would specify construction materials that are not safe to be used in Kiribati. A good example is the asbestos. • Review green building design guidelines and fine-tune them to suit the environmental conditions of Kiribati. • Conduct peer review on policies to ensure the developed policies are relevant and sustainable to be used nation-wide.	• Design guidelines developed • Green design guideline for Kiribati is developed • Developed policies are relevant and sustainable to Kiribati
Enforce National Building Code of Kiribati and Building Act 2006	• Ensure that the Building Act 2006 is enacted. The Act was developed in 2006 and left unenforced until 21st February, 2017. • Conduct regular workshops to local building contractors to ensure that they understand the requirements of the code and use construction methodologies that conform to the building code. • Develop a Builder's License System to regulate building contractors. The idea behind the license system is to ensure that only competent and capable contractors are permitted to perform construction work. This would ensure the successful completion of construction projects and good quality of the constructed building. This requires Cabinet's approval • Assess building proposals to ensure they conform the Building Code and Building Act 2006. • Establish a database to record Building Contractors and their building construction projects. The database would provide a thorough record of contractors that would be very useful in the evaluation of tenders for construction projects.	• Building Act 2006 is enforced/enacted • Workshops conducted to local building contractors • Obtain Cabinet's approval on Builders License System. • Number of Building Permit applications approved. • Database established and would be used as another tool to evaluate tenders.

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	• Review construction inspection reports and ensures that proposed remedial works conform to the requirements of the National Building Code of Kiribati.	
Develop a comprehensive maintenance plan for major infrastructures	• Develop Asset Register/record of infrastructure assets in Kiribati • Develop and regularly update the Asset Management Plan, AMP. This is a complicated task that would require the assistance of the Technical Adviser. • Review the maintenance survey reports for Government Buildings and identified common building failures • Investigate causes of identified building failures and develop appropriate remedial works	• Database on all infrastructure assets in Kiribati • Update Asset Management Plan • Common building defects identified • Causes of building defects identified and appropriate remedial works developed
Run and manage the Quality Control and Inspection Unit	• Develop the Quality Control and Inspection Unit's Divisional Operational Plan, DOP, annually • Establish daily/weekly/monthly tasks/targets for staff of the Unit. Daily activities should complement the Unit's DOP • Review performances of staff of the unit by completing the Staff Performance Appraisal forms • Identified weaknesses of staff and propose recommended trainings to administration staff • Report under-performed staff to the administration section	• DOP developed • Targets are established • Staff performance reports are produced • Weaknesses are identified and HRD training plan is developed • Under-performed staff are dismissed

16. Key Challenges	**17. Selection Criteria**
Key challenges of the post are:	**17.1 PQR (Position Qualification Requirement):** **Education:** Bachelor's Degree in civil engineering/construction with 3 years of working experience as a Construction Engineer or a Building Inspector

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1. Ensuring that construction contractors' work complies with construction drawings, Building Act 2006 and National Building Code of Kiribati
2. Attending inspections on Outer Islands
3. Managing heat up discussions with construction contractors especially when inspecting and reviewing construction work.

Experience: At least 3 years of working experience as a Construction Engineer or a Building Inspector

Job Training:

Prerequisite:

17.2 Key Attributes (Personal Qualities):

1. Knowledge

a. Understand the roles of the Quality Control Unit
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:

a. Good note-taking skills
b. Critical thinking
c. Ability to solve complex issues
d. Speaking

3. Attributes

a. Concern for others
b. Self-control
c. Attention to detail
d. Analytical thinking
e. Integrity
f. Team work

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