GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Senior Architect	**3. Salary Level:** L6	**4. Division:** Architectural Design Division
5. **Reports To:** Principal Architect	**6. Direct Reports:** Secretary and DGES	
7. Primary Objective of the Position: To oversee the overall design development of proposed and implemented projects. Works directly with Draftsman. Responsible for the supervision of implemented projects (both locally and externally funded.) Also assist in the transition of building designs toward sustainability.		

8. Position Overview	
9. Financial: NIL	10 Legal: National Condition of Service, Kiribati National Building Code, Building Act
11. Internal Stakeholders: • All divisions within MISE • Employees • Donors To be referred to Manager: All activities	12. External Stakeholders: • Other Ministries • Customers • Donors To be referred to Manager All activities
13. KEY ACCOUNTABILITIES ***(Include linkage to KDP, MOP and Divisional Plan)*** ▪ ***KDP/KPA:***	

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:**

- ***MOP Outcome:***
- ***Divisional/Departmental/Unit Plan:***

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
a) Improvement in the project Documentation	a) Provide sketch designs for draftsmen's to draw or develop on CAD	a) completion of designs works on time
b) Development and Upgrading of design and drafting skills in the architectural Section.	b) Regularly assist Draftsmen in the review and coordination of drafting works.	b) customer or client satisfaction with design outcome
c) Application of key sustainable design principles most appropriate for the Kiribati context.	c) Monitoring draftsmen on effective design approaches d) May assist in preliminary or conceptual designs including feasibility studies, master planning and site analysis for any project developments	c)documentation consistence d) Administered projects are completed on time and within budget
	e) Contract administration of implemented projects	e) Advancement of draftsmen's work skills.
	f) May assist in further training staff with any software skills required	
	g) Ongoing research for effective green designs to address climate change	

10. Key Challenges	11. Selection Criteria
a) Professional and Analytical b)Accountable and Energetic c) Keen team worker d) confident and self-assured	**11.1 PQR (Position Qualification Requirement):** **Education:** Bachelor of Architecture or Architectural Design or any related field approved by a qualified or consulted Architect with 3 year's experience OR Diploma in Drafting design with 5 years work experience in the Architectural work.

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	Experience: **Job Training:** **Prerequisite:**
	11.2 Key Attributes (Personal Qualities): **1. Knowledge** **2. Skills:** **3. Attributes** Proactive Organized Responsive

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Approved by:	**Date of Issue:**