

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Line & Phoenix Island Development		
2. Position Title: Civil Superintendent	3. Salary Level: L9-7	4. Division: Civil Engineering & Technical
5. Reports To: Secretary MLPID	6. Direct Reports: Civil Engineer	
7. Primary Objective of the Position: To be responsible for the assistance of the office monitoring and supervision of civil construction work and projects, to ensure that all civil and technical work implemented in a good quality and quantitative manner and meet the approved budget and national building code.		

8. Position Overview	
9. Financial: NIL	10. Legal: Traffic Act, Building Act, Procurement Act, OHS Act. NCS, KDP, KV20, MOP, MSP, LPID strategy
11. Internal Stakeholders: <ul style="list-style-type: none"> • Administration team • HODs • Board members • Donors <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Provide regular reports to Civil Engineer on progress with respect to implementation of annual works program and project including staff performance and behavior. • Technical assistance and advice on engineering issues and matters • Extra working after working hours. 	12. External Stakeholders: <ul style="list-style-type: none"> • Other Ministries • Customers • NGOs • SOE's • Communities <p>To be referred to Manager</p> <ul style="list-style-type: none"> • 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.

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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Supervise and coordinate of the civil activities and project in the Line and Phoenix Island Group.	<ol style="list-style-type: none"> 1. To formalize or design work schedule for civil and technical daily/ weekly activities as approved and budgeted. 2. To organize, manage and supervise the construction or implementation of civil project such as road, seawall, bridge, causeway, culvert, passage and airfield. 3. To provide weekly status report of civil and technical ongoing activities and project to civil engineer 4. To be responsible for the subordinate staff performance assessment 	<ul style="list-style-type: none"> - Project complete within given duration - Civil construction works complete on timely basis. - Weekly report submission on time or upon requested. - Minimal complaints from staff.
2. Provide technical and engineering matter on designing infrastructure project as required from Government.	<ul style="list-style-type: none"> - Provide technical advice to subordinate staff related on designing and engineering issues. - Provide technical training in utilizing civil related software such as AutoCAD/SketchUp/Revit/MapInfo/Microsoft Project and others - Provide technical training in utilizing civil most useful tools and equipment such as leveling, theodolite, total station, California Penetration Test machine and others. - Provide technical required report on the new 	<ul style="list-style-type: none"> - Minimal technical errors relating design. Quality design work - Subordinates well equipped with software, tools and equipment. - Quality and critic detailed report as per project - National building code is well enforced.

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	government infrastructure proposed project.	
3. Provide the office matter assistance	<ul style="list-style-type: none"> - Provide assistance in constructing division annual budget - Provide assistance to civil engineer in designing work for the new government infrastructure proposed project. 	<ul style="list-style-type: none"> - Efficient divisional Annual budget completed and submitted on time. - Proactive in designing of any given project.

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Work both in office and outdoor conditions • Be able to work with minimal staff and especially under stress • Be able to work under heat, in water and after working hours as required • Different behavior and discipline of subordinate staff • Be able to travel to outer islands 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> - Diploma in Civil engineering with 2 years' experience related to field. Or Certificate/Post trade qualification in civil engineering with relevant post trade skills and 3 years work experience <p>Experience:</p> <ul style="list-style-type: none"> - Capable knowledge of design tools such as AutoCAD/Revit/Sketch Up/ - Is able to operate engineering surveying tools such as leveling, theodolite, total station, GIS, <p>Job Training: NA Prerequisite: NA</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p>

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- Management and leadership
 - Civil and Construction technology;
 - Pavement management
 - Engineering surveying
 - Building Code
- 2. Skills:**
- Competent in utilizing surveying tools and engineering apparatus
 - Competent in utilizing drawing aid software, such, Auto CAD, Sketch Up, Revit,
 - Competent in utilizing office software, such as Microsoft word, excel and Microsoft project
 - People management skill; ability to lead, motivate and supervise staff.
- 3. Attributes**
- Ability to work with minimal supervision
 - Respect to all staff
 - Smart to carry out what was needed
 - Reliable and trust or honest

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