

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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<p>1. Ministry: MPWU</p> <p>2. Position Title: Joinery Leading Hand</p>	<p>3. Salary Level: L 13 - 12</p> <p>6. Direct Reports: Joinery Tradesman</p>	<p>4. Division: Building & Furnishing Unit</p>
<p>5. Reports To: Joinery Foreman/Furnishing Assessor</p> <p>7. Primary Objective of Position: To supervise and carry out joinery work in the workshop and relevant tasks as required from time to time.</p>	<p>8. Position Overview</p> <p>9. Financial:</p>	
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Supervisor • Colleague <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Amendment on Drawing design and Cutting list. • Recruiting casual labours • Financial matters for power tools for joinery work • Enquiries from public in relation to construction and joinery work. 	<p>10. Legal: Kiribati National Conditions of Service 2012</p> <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Public Servants • Other Ministries <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Senior Building Engineer for advice 	

This is position description provides a comprehensive, 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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<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Distional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: KPA 4: <i>Infrastructural Development</i> ▪ MOP Outcome: KPA 1: <i>Human Resource Development 1.5</i> <p>Key Result Area/Major Responsibility</p> <p>Office Activities</p>	<p>Major Activities/Duties</p> <ol style="list-style-type: none"> 1. Preparation on Power tools/ materials and other related matters prior to construction & Joinery 2. Documenting findings after thorough inspection and survey for government buildings. 	<p>Performance Measures/Outcomes</p> <p>Recurrent activities manage to achieve on a time need.</p>
<p>Field Activities</p>	<ol style="list-style-type: none"> 3. Able to maintain power tools and heavy duty machines 4. Supervising the operation work carried out in the workshop 	<p>If required</p>
<p>Supervision</p> <p>10. Key Challenges</p> <p>A key challenge of the post is making sure the information provided to agencies is correct.</p>	<ol style="list-style-type: none"> 5. Ensure work carrying out in according to design specification and time frame 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: KIT certificate in Carpentry & Joinery 5 years experienced / Diploma in Building & Carpentry with 3 years experienced</p> <p>Experience: 3 - 5 years</p> <p>Job Training: on the job training / overseas training</p>

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