

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure & Sustainable Energy	
2. Position Title: Tile Glazing Tradesman	3. Salary Level: L 17/16-15/14-13
4. Division: Building & Furnishing Unit	
5. Reports To: Senior Staff	6. Direct Reports: Senior Staff
7. Primary Objective of the Position: To able to work with construction materials on tiling, knowledge of using construction equipment and minimum advice required from supervisor.	
8. Position Overview	
9. Financial: N/A	10. Legal: Kiribati National Conditions of Service 2012
<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"> • Report on materials required to Supervisor • Assist on operating and care of equipment • Status report on missing tools or materials 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Public Servants <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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 4: Infrastructural Development</i> ▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Office Activities	<ol style="list-style-type: none"> 1. Documenting incident/damage report on tools and equipment. 2. Report and providing explanation to supervisor on works and materials required to complete the work. 	Recurrent activities manage to achieve on a time need.
Field Activities	<ol style="list-style-type: none"> 3. Proactively input as required to solve urgent request as required on tiling work. 4. Assist on carrying out the survey for government buildings which need a maintenance. 5. Accompany implementation team to Outer island carrying out construction of new project 	If required
Supervision	<ol style="list-style-type: none"> 6. Ensure that all materials required are sets related with the checklist provided 	Implementation of Construction activities
10. Key Challenges		11. Selection Criteria
A key challenge of the post is making sure the information provided to agencies is correct.		<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: minimum qualification Form 5 certificate or KIT graduate with Certificate in Tiling</p> <p>Experience: 3 to 5 year</p>

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	<p>Job Training: on the job training / overseas training</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none">• English Language• Safety instructions• Skillful in work with tools and able to read drawing. <p>Skills</p> <ul style="list-style-type: none">• Working without advice• Active• Critical thinking <p>Attributes</p> <ul style="list-style-type: none">• Concern for others• Understand key of moral ethics• Self-Control• Integrity• Team work

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