

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry: Ministry of Infrastructure and Sustainable Environment</b>		
<b>2. Position Title:</b> Senior Draughtman	<b>3. Salary Level:</b> 9-7	<b>4. Division:</b> Technical Design Section (TDS), MISE
<b>5. Reports To:</b> Architect	<b>6. Direct Reports:</b> Draughtsman	
<b>7. Primary Objective of the Position:</b> To ease the design workload within the TDS from time to time		

<b>8. Position Overview</b>	
<p>9. Financial: NIL</p>	<p>10 Legal: National Condition of Service, Kiribati National Building code, Building Act</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>All division within MISE</li> <li>Employees</li> <li>Donors</li> </ul> <p>To be referred to Manager: All activities</p>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>All Ministries</li> <li>Donors</li> <li>Customers</li> </ul> <p>To be referred to Manager: All activities</p>

*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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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>1. Enhance TDS to accomplishing its milestones and preset deadlines for design documentation</p>	<ul style="list-style-type: none"> <li>● Supervision of Design Unit Staff</li> <li>● Preparation of building designs/ drawings for all development project via infrastructures</li> <li>● Surveying of buildings to be altered and/or extended</li> <li>● Field visits and surveying of sites to be developed</li> <li>● Updating of building plans to incorporate changes from time to time</li> <li>● Computing and recording of drawings using Auto Cad programme</li> <li>● Provide assistance with the estimation work as and when required</li> </ul> <p>Assist in the preparation of staff training programme in line with the expanding role and functions of the Unit and with the changing technologies in the construction industry</p>	<ol style="list-style-type: none"> <li>1. Ease the design workload within the TDS</li> <li>2. Reduced backlog of uncompleted designs</li> <li>3. Improved the productivity of design output within the TDS</li> </ol>
<p>2. Better equipped TDS with the proper expertise and profession required in Architectural draughting.</p>		<ol style="list-style-type: none"> <li>4. Further improved the quality of design documentation within the TDS</li> </ol>

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<ol style="list-style-type: none"> <li>1. To be prepared to undertake duties on outer islands regarding designs documentations as and when required.</li> </ol>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Diploma in Architectural Draughting or Building Science</p>

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<p>2. To be able to deal with different clients in analyzing their statement of needs and the like, for incorporation in the design concept</p>	<p>Experience:</p> <p><b>Job Training:</b></p> <p><b>Prerequisite:</b></p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"><li>● Self- decision maker in analyzing problem solving of any kinds related to any design aspects arise from time to time from client</li><li>● Productive worker</li><li>● Competent worker</li></ul>

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