

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

<b>1. Ministry:</b> Ministry of Infrastructure and Sustainable Energy		
<b>2. Position Title:</b> Joinery Tradesman	<b>3. Salary Level:</b> L17/16-15/14-13	<b>4. Division:</b> Building & Furnishing Unit
<b>5. Reports To:</b> Joinery Leading hand	<b>6. Direct Report:</b> Nil	
<b>7. Primary Objective of the Position:</b> To carry out the work under supervisor direction related with the maintenance work and new project for Government Buildings for Masonry work and other related construction works according to design approved and maintenance activities which are the responsibilities of or Building & Furnishing Division works on behalf of other Clients.		
<b>8. Position Overview</b>		
<b>9. Financial:</b> NIL	<b>10. Legal:</b> NCS, OHS, Building Code	
<b>11. Internal Stakeholders:</b> i. Secretary, MISE ii. HODs iii. MISE Staff	<b>12. External Stakeholders:</b> i. Other Ministries ii. Customers iii. SOEs v. NGOs	
<b>13. To be referred to Manager.</b> - Provide report on current issue discussed in a meeting - providing physical report to immediate supervisor - report on activities occurred onsite	<b>14. Without Referral to Manager</b> - routine tasks	
<b>15. 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>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Assist on Implementation of the annual construction and Maintenance	Carry out the work with the best of his skill under direction from his supervisor to avoid the delay	The incumbent of the position is required to be on time. Report to his

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works on government buildings in a timely and efficient manner	of work and to work according to the schedule provided and instruction provided by Supervisor	senior staff or supervisor for advice related with the work carried out.
Use of sound construction practices and application of quality control which will lead to sustainable works.	Work according to the building codes from advice provided by Supervisor.	Maintenance work and Project work should be carried out to the Standard/Quality requirement
Smooth maintenance or construction operation	Ability of carrying out the work with quality outstanding finishing	Workmates work in collaborates to KPI

16. Key Challenges	17. Selection Criteria
<p>Cooperation and Fairness of staff and handling/Resolving issues or complaints arise.</p> <p>Fit to work and able to read Construction terms</p>	<p><b>17.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Academic Education Form 5 Certificate and other related qualification related to this job with a minimum of 3 years' experience.</p> <p><b>Experience:</b> should at least 3 years working experience in Construction</p> <p><b>Job Training:</b> on the job training</p> <p><b>Prerequisite:</b></p> <hr/> <p><b>17.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>- understand both English and Kiribati Language</li> <li>- Outstanding communication and writing skills</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>- Plumbing skills and estimate</li> <li>- Analytical and problem solving</li> </ul> <p><b>Attributes:</b> The incumbent should be physically fit, a lateral thinker, teamwork, matured, conscientious and be able to secure the maximum contribution from employees of the section.</p>

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