

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure & Sustainable Energy		
2. Position Title: Joinery Leading hand	3. Salary Level:L13-12	4. Division: Building & Furnishing Unit
5. Reports To: Foreman/Furnishing Assessor	6. Direct Report: Senior Building Engineer/Building Engineer/Building Assessor	
7. Primary Objective of the Position: To assist on supervising and to carry out the work for Government Buildings on Joinery 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.		

8. DECISION MAKING AUTHORITY(only to be completed by decision making positions)		
Decision Making Authority	Key Contacts/Position	Frequency and Purpose
8.1 Without Referral to Manager: 1. Overall decision. The incumbent will assist in organizing the work carried out relating to the allocation of resources to ensure the work are completes to the program and budget approved. In case of emergency the Incumbent will assist in taking initiative arrangement of resource to address the problem at all times keeping the Building Assessor informed of action taken	Building Engineer/Building Assessor/Foreman	Monthly, quarterly or as required
2.After Consultation with	Senior Staff and Staff	Weekly

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<p>managers or others: Supervising and to carry out activities in line with work plan and MOP</p> <p>3.Referred to Managers: Reporting disciplinary measures to staff with poor attendance and poor performance.</p>	<p>Furnishing Assessor/Building Engineer.</p>	<p>As necessary.</p>
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9. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)

- *KDP/KPA: eg. 1. Infrastructure*
- *MOP Outcome: Implementation & Maintenance*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Assist on Implementation of the annual construction and Maintenance program for building works on government buildings in a timely and efficient manner</p>	<p>Assist in Supervising and carrying out approved Maintenance work / Project work. Carry out the work with instruction given without any difficulties. Assist on Reporting to Senior Staff for Building Materials required which could cause the delay of work Assist with installation and modification of the building equipment Report emergency situations to government buildings. Knowledge to face works to carry out without any difficulties</p>	<p>The incumbent of the position is required to assist in addressing all problems related to the planning and scheduling of resources necessary to implement the approved work programs. On matters which require technical advice the incumbent may seek assistance from the Senior Staff from Building & Furnishing Division/ Civil Engineer /Head of Technical Services.</p>
<p>Use of sound construction practices and application of quality control which will lead to sustainable works.</p>	<p>Perform and or oversee building structure and furniture, Staircase, cooling system, electrical and plumbing repair troubleshooting.</p>	<p>Maintenance work and Project work should be carried out to the Standard/Quality requirement</p>

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Smooth maintenance or construction operation	Troubleshooting, evaluate and recommend equipment or service upgrades	Workmates work in collaborates to KPI
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10. Key Challenges	11. 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>11.1 PQR (Position Qualification Requirement):</p> <p>a) Academic Education</p> <p>i) APTC Certificate III in Building & Carpentry with 3 years experience including Furniture Making qualification or KIT Certificate in Building & Carpentry with 5 years experience or 15 years experience with qualifications related to the job</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>The incumbent should be physically fit, a lateral thinker and be able to secure the maximum contribution from employees of the section.</p>

<p>Prepared by :</p> <p>Approved by:</p>	<p>Date of Issue:.....</p> <p>Date of Issues:</p>
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