

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

<b>1. Ministry:</b> Ministry of Infrastructure and Sustainable Energy	
<b>2. Position Title:</b> Mechanical Leading Hand	<b>3. Salary Level:</b> L 13-12
<b>4. Division:</b> Civil	
<b>5. Reports To:</b> Mechanical Foreman	<b>6. Direct Reports:</b> Mechanical tradesman
<b>7. Primary Objective of the Position:</b> To repair and look after heavy and small machineries belong to Civil Engineering Section	
<b>8. Position Overview</b>	
9. Financial:	10. Legal: Kiribati National Conditions of Service 2012
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Colleague</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Ordering fuel and spare parts required for Heavy Machines.</li> <li>• Status report on Heavy/small Machines</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• Public Servants</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Senior Civil Engineer for advice</li> </ul>

*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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<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: KPA 4: Infrastructural Development</i></li> <li>▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Office Activities	<ol style="list-style-type: none"> <li>1. Documenting incident/ damage report on Heavy machines as soon as experiencing down.</li> <li>2. Proactively develop spare parts required to order to avoid delay in construction work</li> </ol>	Recurrent activities manage to achieve on a time need.
Field Activities	<ol style="list-style-type: none"> <li>3. Repair and replacing heavy machines when down</li> <li>4. Repairing and fixing heavy machineries require on Outer islands</li> <li>5. Accompany implementation team to Outer island carrying out construction as standby to repair and fix heavy machines</li> </ol>	If required
Supervision	<ol style="list-style-type: none"> <li>6. Ensure repair and fixing work effectively to Heavy Machines</li> </ol>	Implementation of civil activities
<b>10. Key Challenges</b>		<b>11. Selection Criteria</b>
A key challenge of the post is making sure the information provided to agencies is correct.		<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> minimum qualification KIT certificate on Mechanic with 5 years' experience.</p> <p><b>Experience:</b> 5 year</p> <p><b>Job Training:</b> on the job training / overseas training</p>

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	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• English Language</li><li>• Safety instructions</li><li>• Faster in repairing and fixing machines as quickly as possible</li></ul> <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Working in oily/ stuffy environment</li><li>• Active</li><li>• Critical thinking</li></ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>• Concern for others</li><li>• Understand key of moral ethics</li><li>• Self Control</li><li>• Integrity</li><li>• Team work</li></ul>
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