

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Mechanical Tradesman	3. Salary Level: L 17/16-15/14-13	4. Division: Civil Section
5. Reports To: Mechanical Foreman	6. Direct Reports: Mechanical Foreman	
Primary Objective of the Position: Be able to repair government heavy and light machineries at the time when required to an acceptable standard, and to safe keeping the government heavy and light machineries.		

7. DECISION MAKING AUTHORITY <i>(only to be completed by decision making positions)</i>		
Decision Making Authority	Key Contacts/Position	Frequency and Purpose
7.1 Without Referral to Manager:	Mechanical Foreman	Daily report basis on the tasks or assignment.
7.2 After consultation with Managers or others: <ul style="list-style-type: none"> • Instantaneously carrying out repair work on heavy machines when down. • Performing report on need of spare part for heavy and light machines. 	Mechanical Foreman	Regularly on unclear issues pertaining to the assignment to be executed.
7.3 Referred to Managers: <ul style="list-style-type: none"> • Proposal and 	Senior Civil Engineer or	Depends to key contact officers need when relevant issues arises.

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recommendation of heavy and light machineries to be purchase under government.	Project officer	
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8. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- *KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance*
- *MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> • Given tasks must be completed on time when required. • Be able to forecast on problems that will be faced with heavy and light machines prior the implementation 	<ul style="list-style-type: none"> • Repair heavy and light machines following instruction from Mechanical foreman. • Work under special conditions such as dust, chemicals, oily and wet environments. 	<ul style="list-style-type: none"> • Daily schedule should be achieved. • Perform to high workmanship standard in delivering quality services and products.

9. Key Challenges	10. Selection Criteria
<ul style="list-style-type: none"> • To repair heavy or light machines within short period of 	10.1 PQR (Position Qualification Requirement):

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<p>time.</p> <ul style="list-style-type: none"> • Be able to forecast mechanical problems on heavy or light machines. • Be accurate in recommendation on ordering spare parts need for heavy or small machineries. 	<ul style="list-style-type: none"> • Form 3 certificates with 3 years' experience related to civil and construction work or Trade certificate in Civil Engineering or construction.
	<p>10.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Can work under supervision • Health and strong enough to face civil hard daily work • Able to share vision with supervisor.

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.

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