

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<p>activities in line with work plan and MOP</p> <p>3.The incumbent should report to the Supervisor daily for reasons of not attending and leaving his work station for medical reasons and other documents related with his absent</p>	<p>Senior Staff</p>	<p>As necessary.</p>
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8. 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
Assist on Implementation of the annual construction and Maintenance works on government buildings in a timely and efficient manner	Carry out the work with the best of his skill under direction from his supervisor to avoid the delay of work and to work according to the schedule provided and instruction provided by Supervisor	The incumbent of the position is required to be on time. Report to his 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

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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9. Key Challenges	10. 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>10.1 PQR (Position Qualification Requirement):</p> <p>a) Academic Education</p> <p>i) Form 5 Certificate and other related qualification related to this job with a minimum of 3 years experience.</p> <hr/> <p>10.2 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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