

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Carpentry Tradesman	3. 3.Salary Level: L17/16-15/14-13	4. Division: Building & Furnishing Unit
5. Reports To: Carpentry Leading hand	6. Direct Report: Nil	
7. Primary Objective of the Position: To carry out the work under supervisor direction related with the maintenance work and new project for Government Buildings for Carpentry 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. Position Overview		
9. Financial: NIL	10. Legal: NCS, OHS, Building Code	
11. Internal Stakeholders: i. Secretary, MISE ii. HODs iii. MISE Staff	12. External Stakeholders: i. Other Ministries ii. Customers iii. SOEs v. NGOs	
13. To be referred to Manager. - Provide report on current issue discussed in a meeting - providing physical report to immediate supervisor - report on activities occurred onsite	14. Without Referral to Manager - routine tasks	
15. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
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

This 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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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
<ul style="list-style-type: none"> - Cooperation and Fairness of staff and handling/Resolving issues or complaints arise. - Fit to work and able to read construction terms - Carry out the actual construction works to Government building properties. - The post holder may require giving advice to subordinates at any time on more economical construction skills/techniques - The type of work that the post holder deals with daily basis is concrete works, block works, tiling and painting and decorating where proper safety gears is required - To provide other services on estimating works to all required carpentry work on extension and alternation work. - The post holder is asked to be ready at all time for such duties mentioned above. 	<p>17.1 PQR (Position Qualification Requirement): Education: Academic Education Form 5 Certificate and other related qualification related to this job with a minimum of 3 years' experience.</p> <p>Experience: should at least 3 years working experience in Construction</p> <p>Job Training: on the job training</p> <p>Prerequisite:</p> <hr/> <p>17.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> - understand both English and Kiribati Language - Outstanding communication and writing skills <p>2. Skills:</p> <ul style="list-style-type: none"> - Plumbing skills and estimate - Analytical and problem solving <p>Attributes: 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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