

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

<b>1. Ministry: Ministry of Infrastructure and Sustainable Energy</b>		
<b>2. Position Title: Draughtsman</b>	<b>3. Salary Level: L17-14/13-12/11-10</b>	<b>4. Division: Architectural services</b>
<b>5. Reports To: Senior Draughtsman</b>	<b>6. Direct Reports: Nil</b>	
<b>7. Primary Objective of the Position: To ease the design workload within the Architectural services from time to time</b>		

<b>8. Position Overview</b>	
<b>9. Financial: NIL</b>	<b>10. Legal: National Conditions of Service, Kiribati National Building Code, Building Act.</b>
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>All division within MISE</li> <li>Employees</li> <li>Donors</li> </ul> <p>To be referred to Manager: All activities</p>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>All Ministries</li> <li>Customers</li> <li>Donors</li> </ul> <p>To be referred to Manager: All activities</p>
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	

*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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> <li>• Enhance AS to accomplishing milestones and preset deadlines for design documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in any tasks assigned from Architect or Director.</li> <li>• Preparation of building design or drawings for all development project viz infrastructures.</li> <li>• Surveying of building to be altered and or extended.</li> <li>• Field visits and surveying of sites to be developed. Update of building plans to incorporated changes from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Ease the design workload within the AS.</li> </ul> <p>Reduced backing of uncompleted designs.</p>
<ul style="list-style-type: none"> <li>• Better equipped AS with the proper expertise and profession required in Architectural draughtsman.</li> </ul>	<ul style="list-style-type: none"> <li>• Computation and recording of drawings using Auto Cad programme.</li> <li>• Provides assistance with the estimation work as and when required.</li> </ul> <p>Assist in the preparation of staff training program in line with the expanding role and functions of the unit and with the changing technologies in the construction industry.</p>	<ul style="list-style-type: none"> <li>• Improved the productivity of design output within the TDS. Further improved the quality of design documentation within the AS.</li> </ul>

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• To be prepared to undertake duties on outer islands regarding designs documentations and when required.</li> </ul>	<p><b>8.1 PQR (Position Qualification Requirement):</b></p> <ul style="list-style-type: none"> <li>• Certificate III in Carpentry with 3 years of working experience in building construction or civil works or Diploma in Architectural Draughting or Building science.</li> <li>• Ability to communicate English effectively both orally and written.</li> </ul>

*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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

<ul style="list-style-type: none"><li>• To be able to deal with different clients analyzing their statement of needs and the like, incorporation in the design concept.</li></ul>	<ul style="list-style-type: none"><li>• Ability to perform problem solving.</li><li>• Must have experience in conducting inspections.</li></ul> <p><b>11.2 Key Attributes (Personal Qualities):</b> The incumbent should be energetic, physically fit a lateral thinker and be able to secure the maximum contribution from employees of the section.</p> <ul style="list-style-type: none"><li>• Productive worker</li><li>• Competent worker</li><li>• Self-decision maker in analyzing problem solving of any kinds.</li></ul>
---	---

*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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------