

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: <i>Ministry of Employment & Human Resources Development</i>		
2. Position Title: <i>Laundress</i>	3. Salary Level: <i>L19-18</i>	4. Division: <i>Marine Training Centre</i>
5. Reports To: <i>Chief Caterer</i>	6. Direct Reports: (Write No. & Position Title: <i>Captain Superintendent</i>)	
7. Primary Objective of the Position: Washing of MTC trainee's uniforms, beddings, curtain, table coverings and overall. Safety operating of washing machines and iron.		

8. Position Overview: Maintaining and sustaining cleaning and high performance in hygienic and good house keeping.

<p>9. Financial: Recurrent Budget</p>	<p>10. Legal:</p> <ul style="list-style-type: none"> i. Kiribati National Condition of Service 2020 ii. Kiribati Maritime Act 2017 iii. IMS Policy MTC iv. ISM v. ISPS vi. MTC Assessment Policy & Procedure vii. MTC OHS & EQ Policy viii. Company Business Ethics ix. Kiribati Shipping Act 	<ul style="list-style-type: none"> x. Merchant Shipping Act 2006 xi. Financial Regulation 2012 xii. Kiribati Maritime Bill 2016 xiii. Environmental Act as amended xiv. MLC 2006 xv. MTC Instructors Standing Order & Annex xvi. STCW/STCW-F SOLAS xvii. MTC Alcohol & Drug Policy xviii. Gender and Sexual Harassment Policy, Violence and Bullying xix. MTC Dep't Operational Manual
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<p>11. Internal Stakeholders:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Subject</th> <th>Captain Superintendent</th> <th>DSC/QMC</th> <th>HoD</th> <th>Doctor</th> </tr> </thead> <tbody> <tr><td>Damage</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr> <tr><td>Injuries</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Incidents</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Maintenance</td><td></td><td>✓</td><td>✓</td><td></td></tr> <tr><td>Purchases</td><td>✓</td><td></td><td>✓</td><td></td></tr> <tr><td>Claims</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr> <tr><td>Certificate</td><td>✓</td><td></td><td>✓</td><td></td></tr> <tr><td>Management reviews</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr> <tr><td>Courses</td><td></td><td>✓</td><td>✓</td><td></td></tr> </tbody> </table>	Subject	Captain Superintendent	DSC/QMC	HoD	Doctor	Damage	✓	✓	✓		Injuries	✓	✓	✓	✓	Incidents	✓	✓	✓	✓	Maintenance		✓	✓		Purchases	✓		✓		Claims	✓	✓	✓		Certificate	✓		✓		Management reviews	✓	✓	✓		Courses		✓	✓		<p>12. External Stakeholders:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Subject</th> <th>MEHR</th> <th>MFED</th> <th>Marine Division</th> <th>Resp. Port Author</th> <th>Hospital</th> <th>Donors</th> <th>PUB/PWU</th> <th>Crewing Agent</th> </tr> </thead> <tbody> <tr><td>Damage</td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td></tr> <tr><td>Maintenance</td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td></tr> <tr><td>Injuries</td><td>✓</td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td></tr> <tr><td>Purchasing</td><td></td><td>✓</td><td></td><td></td><td></td><td>✓</td><td></td><td></td></tr> <tr><td>Certificates</td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td>✓</td></tr> <tr><td>Courses</td><td>✓</td><td></td><td>✓</td><td>✓</td><td></td><td></td><td></td><td>✓</td></tr> <tr><td>Regulations</td><td>✓</td><td></td><td>✓</td><td>✓</td><td></td><td></td><td></td><td>✓</td></tr> </tbody> </table>	Subject	MEHR	MFED	Marine Division	Resp. Port Author	Hospital	Donors	PUB/PWU	Crewing Agent	Damage	✓						✓		Maintenance	✓						✓		Injuries	✓				✓				Purchasing		✓				✓			Certificates			✓					✓	Courses	✓		✓	✓				✓	Regulations	✓		✓	✓				✓
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To be referred to: Captain Superintendent	To be referred to Manager: SRO	
13. 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
<ul style="list-style-type: none"> - Washing - Ironing - Drying cloths - Stock taking of laundry 	<ul style="list-style-type: none"> • Daily washing of trainees uniforms. Drying cloths and folding before trainees collect theirs. • Washing of MTC Duty Officers, Pilot Cabin's bedding, pillow cases and curtains. • Removing stains from items using the appropriate procedures. • Ironing of MTC beddings, table covers and officials uniform • Keeping an updated inventory of laundry detergents and sewing kits. 	<ul style="list-style-type: none"> - Good health and sustaining hygienic Healthy and good housekeeping. Healthy and sustaining hygienic Removes wrinkles and shrinkage of the cloth material; but it also enables them to look fresher than before. Ironing also handles the fabric in clothes to boost their quality and guarantee a longer lifespan. No shortage of cleaning and washing resources. Washing continues

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14. Key Challenges	15. Selection Criteria
<p>Power shortages Soap Power Shortages Shortage of water Increase of Trainees Strong stain</p>	<p>15.1 PQR (Position Qualification Requirement): Education: Form 3</p> <p>Experience: Not less than one year of using and operating electric washing machine.</p> <p>Job Training: Health Care & Safety Time Management Good House Keeping</p> <hr/> <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> - Knowledge: <i>Using of detergent and soap powder</i> <i>Understanding of fabric</i> <i>Electrical usage</i> - Skills: <i>Good English</i> <i>Good Relation</i> <p>Attributes: - Reliability, Creativity, & Numeracy</p> <ul style="list-style-type: none"> - High Standard of Personal Hygiene - Able to take criticism and feedback

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