

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<b>1. Ministry: Ministry of infrastructure &amp; Sustainable Energy</b>		
<b>2. Position Title: Furnishing Assessor</b>	<b>3. Salary Level: L9-7</b>	<b>4. Division: PWD, Building &amp; Furnishing Unit</b>
<b>5. Reports To: Director of Engineering/Senior Building Engineer/Building Engineer</b>	<b>6. Direct Report: Senior Building Engineer / Building Engineer (Write No. &amp; Position Title)</b>	
<b>7. Primary Objective of the Position: To organize the work on the Workshop for New new joinery work and maintenance activities which are the responsibilities of MISE or works on behalf of other Clients. Inspection and monitoring of staff with building materials and equipment. Assessing the maintenance work and new building projects related with joinery works</b>		

<b>8. DECISION MAKING AUTHORITY (only to be completed by decision making positions)</b>		
<b>Decision Making Authority</b>	<b>Key Contacts/Position</b>	<b>Frequency and Purpose</b>
<b>8.1 Without Referral to Manager:</b> 1. Overall decision. The incumbent will make all decisions relating to the allocation of resources to ensure the work are completes to the program and budget. In case of emergency the Incumbent will also take initiative to arrange resources to address the problem at all times keeping the Building Engineer informed of action taken	Staff members	Monthly, quarterly or as required
2. After Consultation with managers or others:	Senior Building Engineer/Building	Weekly

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Supervising activities in line with work plan and MOP	Engineer	
3.Referred to Managers		
Disciplinary to staff with poor performances	Assistant Secretary/ Senior Building Eng..	As necessary

**9. KEY ACCOUNTABILITIES***(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA: eg. 1. Infrastructure*
- *MOP Outcome: Implementation & Maintenance*
- *Divisional/Departmental/Unit Plan:*

<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Implementation of the annual construction and Maintenance program for building works on the Outer island in a timely and efficient manner	Assist the Building Engineer to prepare work programs and budget	The incumbent of the position is required to address all problems related to the planning and scheduling of resources necessary to implement the approved work programs. On matters which require technical advice the incumbent may seek assistance from the Civil Engineer /Head of Technical Services.
Assessing cost effective use of funds for construction and maintenance	Assist the Senior Building Engineer/ Building Engineer to investigate new works and indentify maintenance works	To address the fund required for maintenance work required from

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activities.	as required for using maintenance fund.	Government Ministries
	<p>Monitor progress on Construction Projects and maintenance works</p> <p>Review labour and materials returns to ensure necessary resources are being applied to all projects</p> <p>Manage the allocation of resources to ensure that teams have adequate resources to implement construction and maintenance activities.</p> <p>Provide periodical reports to the Building Engineer on physical and financial progress with the annual works program</p>	To address variations /extra works of using maintenance fund for extra cost

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<p>Cooperation and handling complaints arise from staff. Handling maintenance and project work assigned to complete according to the approved program</p> <p>Technically fit and able to understand all terms of Construction</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>a) Academic Education</b></p> <p><b>i) Bachelor degree in Building engineering plus 3 yrs experiences in middle management level or Diploma in Building &amp; Carpentry with 5 years experience</b></p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></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><b>Prepared by :</b> .....</p> <p><b>Approved by:</b> .....</p>	<p><b>Date of Issue:</b>.....</p> <p>Date of Issues: .....</p>
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