

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of Te Beretitenti			
2. Position Title: Carpenter	3. Salary Level: L19-18	4. Division: Kiribati Meteorological Service	
5. Reports To: Director Meteorological Services	6. Direct Reports: Station Technical Officer (STO)		
7. Primary Objective of the Position: To carry out carpentry / plumbing work at the Meteorological main office and outer stations may require from time to time and to assist the Technical unit in all carpentry-related works during the installation duties.			

8. Position Overview	
9. Financial: NIL	10 Legal:
11. Internal Stakeholders: - KMS staff Station Technical Officer - Maintenance of Meteorological office and comfort rooms - To be referred to Manager: - Order of parts and tools.	12. External Stakeholders: KMS stakeholders and customers To be referred to Manager: Construction and maintenance of the office building and comfort rooms.

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Maintenance and repair to Met office building and furniture at the main office and outer stations if required.	Carrying out Carpentry duties required to the office building.	No complaints from staff and customers in relation to the conditions and safety from Met building

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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Do Plumbing required at Met office at the main and in outer stations.	Carry out plumbing duties required in all Met buildings.	Complaints from staff and customers using Met Office kitchen, shower, and comfort rooms.
Assist in the installation of Met equipment	Support STIO in all carpentry-related works during Met equipment installation and maintenance.	The number of stations installed and maintain including their security fences.

10. Key Challenges	11. Selection Criteria
<p>The post holder is expected to work more hours when and if required and will be dealing with difficult customers.</p> <p>The post holder may be involved in the Ministry social functions such as members of the social committee, take part in the singing and dancing competition, part and any other committee may operate and outside working hours.</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Form 3 or Primary school leaving certificate with carpentry short-term training certificates or talented in carpentry and plumbing duties. Experience: At least 6 years in Carpentry duties. Job Training: Carpentry certificates Prerequisite: Carpentry and plumbing skills</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge:</p> <ul style="list-style-type: none"> - Knowledge of basic carpentry and plumbing duties - Developing costing and work plans. <p>2. Skills:</p> <ul style="list-style-type: none"> - Should possess good computing skills - Fluency in Kiribati language - Has the ability to keep records - Has the ability to draft simple correspondences - Has the ability to draft and amend simple budgets <p>3. Attributes:</p>

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	<ul style="list-style-type: none">- Active listening- Efficient & effective- Innovative- Hardworking and dedicated
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