

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

<b>1. Ministry:</b> Ministry of Health and Medical Services		
<b>2. Position Title:</b> Mechanic	<b>3. Salary Level:</b> 14-12	<b>4. Division:</b> Support services
<b>5. Reports To:</b> SAS	<b>6. Direct Reports:</b> Supervisor (i.e Office Manager/Assistant Secretary)	
<b>7. Primary Objective of the Position:</b> To ensure a vehicle or other machines are effective and efficient to support the Ministry for maintaining repairs, servicing of vehicles or other machines in a safe and effective manner.		

<b>8. Position Overview</b>	
<b>9. Financial:</b> NIL	<b>10 Legal:</b>
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>Employees</li> <li>Board members</li> <li>Donors</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>Need for vehicle spare parts</li> <li>Tools for repairs.</li> <li>Servicing the vehicle</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>Other Ministries</li> <li>Customers</li> <li>NGOs</li> <li>SOE's</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>Working/Serving the above stakeholders</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.*

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

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Ministry Administration	<ul style="list-style-type: none"> <li>• Maintains service operations by inspecting and maintain Ministry vehicles for staff during the working hours.</li> </ul>	<ul style="list-style-type: none"> <li>- Repairs that mechanics commonly make can include removing and replacing old or broken parts such as pistons and rods in the engine.</li> <li>- Rebuilding faulty assemblies such as steering systems, repairing or replacing brakes and repairing heating, cooling and electrical systems.</li> </ul>
	<ul style="list-style-type: none"> <li>• Maintain safe working conditions and adhere to occupational health and safety regulations</li> </ul>	<ul style="list-style-type: none"> <li>- Communicating with customers about a car's problems, repair schedule and costs are also important.</li> </ul>
	<ul style="list-style-type: none"> <li>• The mechanic applies all of his knowledge and talent in several broad areas of responsibility – troubleshooting, repair, and maintenance and customer service.</li> </ul>	<ul style="list-style-type: none"> <li>- Mechanics also repair or replace transmissions, shock absorbers, carburetors, distributors, radiators, ignition systems and a host of other circuits, parts or systems</li> </ul>

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• A key challenge of the post is ensure that the vehicle is always in a good condition for the safety of all staff. Willing to work during weekends and Public Holiday when required</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Certificate in Automotive and Mechanical Engineering.</p> <p><b>Experience:</b> having a work experience of extensive engineering and technology knowledge to properly handle the maintenance, repair, and operation of machinery</p>

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- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc. appropriate to the task.
- Ensure the area is free of tools, equipment or other debris before driving a vehicle into the service bay.

**Job Training:** N/A

**Prerequisite:** N/A

**11.2 Key Attributes (Personal Qualities):**

**1. Knowledge**

- Knowledge of when to contact other tradespersons or professionals to complete a task or repair.
- Knowledge of workplace safety requirements and procedures.

**2. Skills:**

- Ability to operate requires tools in a safe equipment.
- Team building skills
- Analytical and problem solving skills
- Time management skills
- Decision making skills

**3. Attributes**

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity

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	- Be flexible
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