

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: MPWU			
2. Position Title: Structural Engineer	3. Salary Level: L 6	4. Division: Quality Control Unit	
5. Reports To: Quality Control Specialist, Director of Engineering Services and Secretary	6. Direct Reports: Quality Control Specialist		
7. Primary Objective of the Position: Assess infrastructure design proposals to ensure they are structurally sound for their intended use, comply with requirements of the National Building Code of Kiribati and Building Act 2006			
8. Position Overview: To ensure that all construction work are implemented in a safe manner and conform the National Building Code of Kiribati and Kiribati Building Act 2006.			
9. Financial: local travel for outer island inspections		10. Legal: Kiribati National Conditions of Service, Building Act 2006 and National Building Code of Kiribati	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Supervisor • Colleague <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Complex requests for information. • Requests relating to inspection work beyond assigned tasks 		12. External Stakeholders: <ul style="list-style-type: none"> • Public Servants • Building Contractors <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Agency heads 	

13. KEY ACCOUNT ABILITIES (Include linkage to KDP, MOP and Divisional Plan)
(needs to be updated once the new KDP is released by the New Government)

- KDP/KPA: KPA 6: Infrastructure (needs to be updated once the new KDP is released by the New Government)
- MOP Outcome: KPA 6 (require updating)

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Structural Engineering Design	<ol style="list-style-type: none"> 1. Ensure that all designs produced are in accordance with the requirements for completeness, accuracy, constructability and compliance to requirements of the National Building Code of Kiribati and Building Act 2006 2. Coordinate technical drawings with those of design architect and assist the national designers in designing a building that meets applicable codes and standards. 3. Design of structural drawings, from schematic design through to working drawings, preparing and coordinating structural specifications and compile the final design package in close consultation with the Quality Control Specialist and Architect 4. Provide code analysis for each building type 5. Evaluate geotechnical reports and calculate structural design accordingly 6. Provide feasible building systems that employ standard construction techniques following established design parameters 7. Prepare or assist in preparation of construction administration phase documents 8. Conduct on-site meetings to assist in clarifying technical design elements as required 9. Assist in the development of future project proposals 10. Perform other duties as may be assigned by the 	Structural engineering drawings comply with the National Building Code of Kiribati and Building Act 2006

	Quality Control Specialist, Director of Engineering Services and Secretary of Ministry of Public Works and Utilities	
Customer Service	<ol style="list-style-type: none"> 11. Answer calls and take messages that are relating to the Quality Control and Inspection Unit. 12. Attend scheduled site meetings and raise Structural design issues that need to be addressed 13. Inform stakeholders the progress of the structural engineering design work. 14. Respect customers and work colleagues. 	
Supervision	<ol style="list-style-type: none"> 15. Ensure that structural engineering inspection reports are concise, highlights issues and suggest feasible recommendations. 	
10. Key Challenges		
<p>Key challenges of the post are:</p> <ol style="list-style-type: none"> 1. Ensuring that building and engineering design works comply Building Act 2006 and National Building Code of Kiribati. 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Possessed Bachelor degree in Civil Engineering specializing in Structural Engineering from a recognized institution.</p> <p>Experience: Minimum of 3 years of work experience in the Structural Engineering Design work</p> <p>Job Training: on the job training</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Understand the roles of the Quality Control Unit • Understand English Language • Good knowledge on how to perform good customer service • Computer literate especially Microsoft Office programs • Keen to attend workshops relating to capacity building 	

Skills

- Good note-taking skills
- Critical thinking
- Instructing
- Ability to solve complex issues
- Speaking

Attributes

- Concern for others
- Self Control
- Attention to detail
- Analytical thinking
- Integrity
- Team work