

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Public Works & Utilities	
2. Position Title: Senior Building Engineer	4. Division: Building & Furnishing Unit
3. Salary Level: L 5	
5. Reports To: 5.1 Director of Engineering Services 5.2 Secretary for Ministry of Public Works and Utilities	6. Direct Reports: Director of Engineering Services, DES/Secretary Ministry of Public Works & Utilities
<p>7. Primary Objective of the Position: The primary objective of the position is to ensure that all building should be maintain and comply with the National Building Code of Kiribati, Kiribati Building Act 2006. The incumbent also manage the provisions from the Maintenance Fund and to review the policy of using maintenance fund and initiate changes for improvements. Implement new standards that are relevant to government buildings and to improve design and construction work which are also the primary objectives of the position. As the incumbent is responsible for looking after the Building & Furnishing Division., it is a mandatory requirement that he/she manage, plans, formulates and reviews the divisional operational plan of the unit to ensure that the work performed by staff of the unit complements MPWU's strategic plan and the Government's plan. Monitoring staff's performances is also the key objective of the role to ensure that the developed plans are implemented accordingly to accomplish the Unit's and the Ministry's objectives.</p>	

8. Position Overview: The incumbent is required to ensure that the Building & Furnishing Division is operating within its annual budget, accomplish its established targets and deliver efficient, transparent and high quality work to meet the standard as required.	
9. Financial: The incumbent has a control over the following financial sub headings, budget allocation, E2707	10 Legal:
<ul style="list-style-type: none"> • 206 – Temporary Assistance; • 216 – Internal Travel; • 217 – Local Training Costs; • 218 – Local Accommodation & allowances; 	<ul style="list-style-type: none"> a. The incumbent was assigned to manage and prepare a report for Maintenance Fund. It was duty to prepare a report and to provide documents concerned supplementary for the need of completing the maintenance work.

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.

Approved by: Charles Date of Issue: 3/2/17

64 10

Engineering Services.

- 13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**
- KDP/KPA: Key Priority Area 6 - Infrastructure
 - MOP Outcome: Building & Furnishing Division
 - Divisional/Departmental/Unit Plan: DOP for Building & Furnishing Division

Key Result Area/Major Responsibilities

Implementation of the annual construction and Maintenance program for building works on the Outer island in a timely and efficient manner

Major Activities/Duties

Managing the Maintenance Fund to ministries priority, attending critical issues which needs good advice on how to accomplished and determine without problems.

Respond quickly for emergency situations to government buildings.

Review maintenance survey to all government buildings Review labor and materials returns to ensure necessary resources are being applied to all projects and Maintenance work

Performance Measures/Outcomes

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 Director of Engineer

Proper policy of using Maintenance fund

14. Key Challenges

Key challenges of the post are:

1. Ensuring that construction contractors' work complies with construction drawings, Building Act 2006 and National

15. Selection Criteria

15.1 PQR (Position Qualification Requirement):

Education: Recognize Institute or University

Experience: At least 5 years of working experience as a Construction.

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.

Approved by:

Handwritten signature

Date of Issue: 3/7/17

b. It is also his/her responsibility to carry out the maintenance work with new building project according to National Building Code of Kiribati – Under the Building Act

- 240 - Printing;
- 241 - Stationery and supplies;
- 243 - Purchase of Office Equipment;
- 244 - Repairs of Equipment;
- 250 - Local Services; and

12. External Stakeholders:

- Include officers from other ministries who are tasked to work on a specific request from Cabinet/Minister. The incumbent is required to provide regular updates to his immediate supervisor. Should approval be required from MPWU, the incumbent must seek advice first from the Director of Engineering Services and Secretary of MPWU

To be referred to Manager

- Maintenance for government ministries buildings should be approved first by the immediate supervisor or Director of Engineering Services..

11. Internal Stakeholders: Internal Stakeholders are as follow:

- Head of Divisions within the Ministry of Public Works and Utilities;
- Director of Engineering Services;
- Administration Officers; and
- Secretary for Ministry of Public Works and Utilities

To be referred to Manager:

- It is inappropriate for the incumbent to delegate tasks and seek assistance directly from staff of the following divisions:
 - Architectural Unit;
 - Cost Planning Unit;
 - Civil Engineering Section;
 - Energy Planning Unit;
 - Water and Sanitation Engineering Unit;
 - Registry Unit; and
 - Account Section.

- Should any assistance may be required, the responsible head of division should be contacted or the immediate supervisor who is the Director of

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.

Approved by:

W. S.

Date of Issue:

3/11/17

- Building Code of Kiribati.**
2. Attending inspections on Outer Islands.
 3. Managing heat up discussions with construction contractors especially when inspecting and reviewing construction work.

Engineer or a Building Inspector.

Prerequisite: Bachelor Degree in Building Science or Diploma in Building with the minimum age of 30 years

15.2 Key Attributes (Personal Qualities):

1. Knowledge
 - a. Understand the roles of the Building & Furnishing Division
 - b. Understand English Language
 - c. Good knowledge on how to perform good customer service
 - d. Computer literate especially Microsoft Office programs
 - e. Keen to attend workshops relating to capacity building
2. Skills:
 - a. Good note-taking skills
 - b. Critical thinking
 - c. Ability to solve complex issues
 - d. Speaking
3. Attributes:
 - a. Concern for others
 - b. Self-Control
 - c. Attention to detail
 - d. Analytical thinking
 - e. Integrity
 - f. Team work

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.

Approved by:  Date of Issue: 3/7/17