

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Electronic Technician	3. Salary Level: 12-11/10	4. Division: Support Services
5. Reports To: Chief Information Officer	6. Direct Reports: <i>(Write No. & Position Title)</i> Permanent Secretary	
7. Primary Objective of the Position: Supports the ICT department with testing of components to solder out broken parts and replace them with compatible parts. As well as to write report to assets, equipment, laptop, computers and printers that are going to be written off.		

8. DECISION MAKING AUTHORITY <i>(only to be completed by decision making positions)</i>		
Decision Making Authority	Key Contacts/Position	Frequency and Purpose
8.1 Without Referral to Manager: - Usual Tasks	CIO / Officer in Charge	Daily
8.2 After consultation with Managers or others: - Purchasing computers, spare parts and others	Deputy Secretary, Permanent Secretary, Minister MHMS	Depends
8.3 Referred to Managers : - Releasing confidential data	Deputy Secretary, Permanent Secretary, Minister MHMS	Depends

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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9. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ KDP/KPA: KPA 3. HEALTH ▪ MOP Outcome: 3.1. Reduced population growth, 3.2. Reduced maternal morbidity (including macro and micro nutrient deficiency) and mortality, 3.3. Reduced child morbidity (including malnutrition and childhood injury prevention) and mortality, 3.4. Reduced burden & incidence of communicable diseases (TB, leprosy, lymphatic filariasis, STIs and HIV/AIDS), 3.5. Reduced burden and incidence of other diseases (Non Communicable diseases), 3.6. Improved health services delivery ▪ Divisional/Departmental/Unit Plan: Support Services 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
To provide top level support to the Ministry core services	Work internally with broken hardware to fix and write report on devices that could not be fixed.	Provide update on equipment fixed
	Should update with technician computer courses online, attachment to able to maintain capacity.	Less order of broken computer parts but more on the components like transistors, diode, capacitors etc.
	Should not involve in fixing computers, tablets, phones, devices that are not belonging to MHMS during and in the workplace.	Able to know the reason why the computers, laptops or tablets is broken.
	There should be no direct contact with the customers.	
	Should be offered training and certifications whenever is necessary to support the growing demand.	

10. Key Challenges

11. Selection Criteria

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	11.1 PQR (Position Qualification Requirement): Diploma in Electronics Engineering / Diploma in Computer Technician
	11.2 Key Attributes (Personal Qualities): Knowledge and competence in finding broken parts on the motherboard. Knowledge and competence to trace current flow on the motherboard. Ability to pull the broken part and put in the new one. Effective written and oral communication skills Ability to priorities tasks, to work quickly and accurately, and to organize own work Ability to remain calm under pressure and to handle difficult situations Commitment to working effectively within a team environment Ability to use initiative and judgement
	Experience Required Relevant experience of fixing broken tablets, power supplies and laptop repair and technician work is very much appreciated.

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