

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: <i>Ministry of Employment & Human Resources</i> | | |
| 2. Position Title: <i>Electrician (b)</i> | 3. Salary Level: <i>11-10</i> | 4. Division: <i>Marine Training Centre</i> |
| 5. Reports To: <i>Chief Engineer</i> | 6. Direct Reports: <i>(Write No. & Position Title: Captain Superintendent)</i> | |
| 7. Primary Objective of the Position: Maintaining the MTC electrical and electronic systems. | | |

| 8. Position Overview: Overall care, maintenance and upgrading of the all electrical and electronic system and operation within the MTC premises. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 9. Financial: Nil | 10. Legal: i. Kiribati National Condition of Service 2020 ii. Kiribati Maritime Act 2017 iii. IMS Policy MTC iv. ISM v. ISPS vi. MTC Assessment Policy & Procedures vii. MTC OHS & EQ Policy | viii. MTC Department operation Manual ix. Kiribati Shipping Act x. Merchant Shipping Act 2006 xi. Environmental Act as amended xii. MLC 2006 xiii. STCW78 as amended xiv. STWC-F xv. Gender and Sexual Harassment Policy, Violent & Bullying | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. Internal Stakeholders: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Subject</th> <th>Captain Superintendent</th> <th>DSC/QMC</th> <th>HoD</th> <th>Doctor</th> </tr> </thead> <tbody> <tr><td>Damage</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Injuries</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td></tr> <tr><td>Incidents</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td></tr> <tr><td>Maintenance</td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Purchases</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Claims</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Certificate</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Management reviews</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> <tr><td>Courses</td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td></tr> </tbody> </table> <p>To be referred to: Chief Engineer</p> | Subject | Captain Superintendent | DSC/QMC | HoD | Doctor | Damage | ✓ | ✓ | ✓ | | Injuries | ✓ | ✓ | ✓ | ✓ | Incidents | ✓ | ✓ | ✓ | ✓ | Maintenance | | ✓ | ✓ | | Purchases | ✓ | | ✓ | | Claims | ✓ | ✓ | ✓ | | Certificate | ✓ | | ✓ | | Management reviews | ✓ | ✓ | ✓ | | Courses | | ✓ | ✓ | | 12. External Stakeholders: | | | | | | | | | | | | | | | | | | | | | | | |
| Subject | Captain Superintendent | DSC/QMC | HoD | Doctor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Damage | ✓ | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Injuries | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Incidents | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maintenance | | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purchases | ✓ | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Claims | ✓ | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Certificate | ✓ | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management reviews | ✓ | ✓ | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Subject | MLHRD | MFED | Marine Division | Resp. Port Author | Hospital | Donors | PUB/PWU | Crewing Agent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Regulations | ✓ | | ✓ | ✓ | | | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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: 1. Human resource Development and 5. Good Governance*
- *MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1*
- *Divisional/Departmental/Unit Plan:*

| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
|--|--|---|
| <ul style="list-style-type: none"> • MTC Electrical Maintenance Plan - Quarterly and Annual. • MTC Electrical Development System annually. • MTC Electrical Maintenance Implementation, Reporting, Recording and Documentation. • Daily and Weekly electrical tasks as designated by the Chief Engineer. • Managing the electrical inventories and procurements under the approval of the Chief Engineer. | <ul style="list-style-type: none"> • Assist to Chief Engineer in developing the MTC annual and quarterly electrical maintenance plan that covers: <ul style="list-style-type: none"> -all MTC buildings electrical wiring system and network, -all MTC buildings electrical lights, power sockets, -all MTC street lights and external lights, -all MTC building's electrical appliances, equipment and fittings, -all MTC training facilities electrical system and appliances, - all MTC air conditioning system. • Develop and validate the MTC Electrical Plan. • Repair, upkeeping, routine service and maintenance of all electrical and electronic equipment of the institute. • Install new electrical equipment and systems upon approval by the Chief Engineer. | <ul style="list-style-type: none"> • MTC electrical maintenance is well implemented with cost effective. • MTC electrical devices, appliances, fittings and equipment are all in repairable, good and safe standard. • All electrical system & installations are tailored as per OHS and approved electrical standard. • Engine department maintain its compliance with the training requirements and the Integrated Management System. • MTC training facility electrical power supply and electrical systems remain safe and up to standards. • ALL MTC buildings electrical power supply and electrical systems remain safe and up to standards. |

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| <ul style="list-style-type: none"> • Maintain the safe working practice and the safety standard to all MTC electrical system, equipment and appliances. • Maintain daily attendance and punctuality. • Monitoring and maintaining ISPS levels during the duty relatively to the duty roster, onboard training and at all times while staying in MTC according to the standard of ISPS Code and MTC Staff Standing Orders. | <ul style="list-style-type: none"> • Maintain records, reports and monitor the electrical inventories of the institute to the Chief Engineer on a monthly basis. • Conduct electrical services and workmanship with high standard of safety. • Other jobs assigned by Chief Engineer. | <ul style="list-style-type: none"> • All staff are well aware of Electrical safety where applicable. • Electricians conduct the repair, maintenance and services of MTC electricals are remain safe, efficient and accidents are kept to none. |
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| 14. Key Challenges | 15. Selection Criteria |
|---|---|
| <ul style="list-style-type: none"> • Confined to solving electrical problems associated with the maintaining and installation of electrical equipment and systems. | <p>15.1 PQR (Position Qualification Requirement):</p> <ol style="list-style-type: none"> 1. Electrical Engineering Certificate Level 3 <p>Education:</p> <ol style="list-style-type: none"> 2. KIT or any recognized institute and tertiary, <p>Experience:</p> <ol style="list-style-type: none"> 3. At least 3 years post qualification experience. <p>Job Training:</p> |

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| | <ol style="list-style-type: none">1. Electrical wiring plan and maintenance plan.2. Electrical diagnosis plan3. Good command of English |
| | <p>15.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none">1. Knowledge: Knowledge in electrical distribution systems2. Skills: Self reliance and competent in diagnostic and rectifying all electrical issues and faults. Safety Behaviour Self Dependent3. Attributes: Experience as an electrician, |

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