

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: <i>Ministry of Employment & Human Resources Development</i>									
2. Position Title: <i>Tradesman</i>		3. Salary Level: <i>17/16-15/14-13</i>		4. Division: <i>Marine Training Centre</i>					
5. Reports To: <i>Chief Officer</i>		6. Direct Reports: (Write No. & Position Title: <i>Captain Superintendent</i>)							
7. Primary Objective of the Position: To provide maintenance and construction of buildings and equipment as required. Designing and construct new building.									
8. Position Overview: Proving maintenance to MTC buildings and asset.									
9. Financial: Recurrent Budget		10. Legal: i. Kiribati National Condition of Service 2020 ii. Procurement act 2019. iii. Kiribati Maritime Act 2017 iv. IMS Policy MTC v. ISM vi. ISPS vii. MTC Assessment Policy & Procedures viii. MTC OHS & EQ Policy ix. MTC Department operation Manual x. Company Business Ethic xi. Kiribati Shipping Act xii. Merchant Shipping Act 2006 xiii. Financial Regulation 2012 xiv. Kiribati Maritime Bill 2016 xv. Environmental Act as amended xvi. MLC 2006 xvii. STCW78 as amended xviii. STWC-F xix. Gender and Sexual Harassment Policy, Violent & Bullying							
11. Internal Stakeholders:		12. External Stakeholders:							
Subject	Captain Superintendent	DSC/QMC	HoD	Doctor					
Damage	✓	✓	✓						
Injuries	✓	✓	✓	✓					
Incidents	✓	✓	✓	✓					
Maintenance		✓	✓						
Purchases	✓		✓						
Subject	MLHR D	MFED	Marine Division	Resp. Port Author	Hospital	SPMS	Donors	PUB/P WU	Crewing Agent
Damage	✓							✓	
Maintenance	✓							✓	
Injuries	✓				✓				

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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Claims	✓	✓	✓		Purchasing		✓					✓		
Certificate	✓		✓		Certificates			✓		✓				✓
Management reviews	✓		✓		Courses	✓		✓	✓	✓				✓
Courses			✓		Regulations		✓	✓	✓	✓				✓

To be referred to: Captain Superintendent

To be referred to Manager:

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

- *KDP/KPA: eg. 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 property maintained. Equipment provided for MTC at considerable saving in cost. MTC assets remain in good and working condition at all times. 	<ul style="list-style-type: none"> Repair & reconstruction of all woodwork. Repair and maintenance of wooden boats. Weekly check of MTC Buildings, preparing a damage list, report to C/O, general repairs to buildings. Construction of tables, shelves, doors, bunks etc. Fixing plumbing systems, providing repair guidance, cleaning and remodeling community spaces, and performing repair assessments. 	<p>Safety improved & OSH regulation met.</p> <p>Cost efficiency</p> <p>Productive</p> <p>Sustainable Health</p>

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> Shortage of Raw material Weather Shortage of Power supply Limited of Financial support 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> Academic education apprenticeship as carpenter Specialised training, extensive experience required as a carpenter or wood worker in joinery. Other skills, English language skills, ability of responsible work <p>Experience: At least 3 years serving in housing contract.</p> <p>Job Training: Trademan</p>

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	<p>15.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge: <i>Joinery</i> <i>Plumer</i> <i>Self reliance</i> <i>Good communication</i> <i>Time mangement</i></p> <p>2. Skills: Experience as an electrician, preferably on board ship</p> <p>3. Attributes</p>
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