

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Facility Manager	3. Salary Level: L6-5	4. Division: Facilities Management Unit
5. Reports To: Secretary	6. Direct Reports: DPPD	
Primary Objective of the Position: Responsible for the security, maintenance and service work of facilities for schools, MoE Headquarters and divisions, and to ensure that school rations and resources are distributed on a timely manner.		

7. Position Overview	
<p>9. Financial: Nil</p>	<p>10 Legal: Have knowledge on the following Policies: Education Act 2013, National Infrastructure Standards, WASH in Schools Policy, National Conditions of Service, Customer Service Standard, Procurement Act, Financial Regulation Act and National Legislation Act.</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Schools • School communities • MoE divisions • Island Education Coordinators <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Local Government (Island Council) • Ministry of Works and Public Utilities • Ministry of Internal Affairs • DFAT • UNICEF • Suppliers <p>To be referred to Manager</p>

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(<i>Include linkage to KDP, MOP and Divisional Plan</i>)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Overseeing the overall undertakings of the Facilities Unit, including management of FMU personnel</p> <p>Managing and coordinating maintenance of all school facilities and MoE divisions</p>	<ul style="list-style-type: none"> • Develop capacity building plan for the FMU staff • Facilitates the implantation of the training plan for FMU staff • Manage FMU staff • Develop and manage FMU budget • Acquit and report on budget spending • Coordinate FMU activities • Represent FMU in meetings <ul style="list-style-type: none"> • Develop plan and costing for maintenance of school facilities including MoE divisions • Facilitate and or conduct survey on school facilities • Facilitate procurement of maintenance materials • Facilitate recruitment of casual labourers for maintenance work and develop contract agreement • Carry out supervision and inspection on school and MoE maintenance 	<ul style="list-style-type: none"> • Efficient and effective FMU workforce • Improved control and management of FMU budget • Better learning and teaching environment • Timely recruitment of casual labourers

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<p>Managing and coordinating procurement and distribution of school rations and resources</p>	<ul style="list-style-type: none"> • Develop a plan for procurement and distribution of school rations and resources • Implementation of school ration procurement and distribution plan • Ensure timely distribution of school rations/resources • Facilitate and or conduct auditing of school rations 	<ul style="list-style-type: none"> • Students and school receive supplies and resources on time • Better management of school rations and resources

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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Maintaining a high level of performance of staff • Travelling to outer islands • Taking responsibility • Model quality performance in all professional activities and duties • Capacity and skill gaps • ensuring that facilities meet National Infrastructure Standards (NIS), environmental, health and security standards 	<p>11.1 PQR (Position Qualification Requirement): Education: Degree Qualification in Facilities Management or other related fields (Engineering, Architecture)</p> <p>Experience: 3 years' post degree work experience in middle management level</p> <p>Job Training: Nil</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> ▪ Basic knowledge on designing and costing ▪ Procurement processes and procedures ▪ Setting goals, motivating workforce, monitoring performance, and measuring results <p>2. Skills:</p> <ul style="list-style-type: none"> ▪ Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times ▪ Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job ▪ Good negotiation skills – especially with contractors ▪ Interpersonal and communication skills ▪ Analytical skills ▪ Being able to manage and lead team effectively ▪

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3. Attributes

- Being able to accept criticism and dealing calmly and effectively with high stress situation
- Stress Tolerance – Job requires accepting criticism and dealing calmly and effectively with high stress situations
- Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude
- Self Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations
- Concern for Others – Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job
- Adaptability/Flexibility – Job requires being open to change (positive or negative) and to considerable variety in the workplace

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