

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Water Management Officer	3. Salary Level: L11-10	4. Division: Water and Sanitation Engineering Unit
5. Reports To: Principal Water and Sanitation Engineer	6. Direct Reports: Water Engineer	
<p>7. Primary Objective of the Position: The position carries overall responsibility to the Assistant Water Engineer in supervising the performance of staff in the water and sanitation section, the supervision of maintenance and rehabilitation works and the protection of staff and the working environment. The Focus is more on implementation of water supply infrastructure but can also assist with sanitation infrastructure when required.</p>		

Decision Making Authority	Key Contacts	Frequency and purpose
MISE		
<p>Without referral to manager</p> <ul style="list-style-type: none"> • Ensure all Outer Island Reports including routine maintenance, daily works, rainfall and water quality monitoring data are entered and updated on spreadsheet. • Design as required new reporting and monitoring spreadsheets used by Water Technicians. • Monitor complaints on water and sanitation from public and outer island councils and ensure critical issues are dealt with expediently and speedily. • Oversee and maintain daily records of completed rehabilitation and maintenance jobs and report weekly to the Water Engineer on productivity and services. 	<p>Water and Sanitation Foreman, PUB water and sewerage manager</p>	<p>As required</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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<p>After consultation with managers or others</p> <ul style="list-style-type: none"> • Prepare and control Budget for transport and monitoring works for outer island water technicians. • Keep abreast of Water Foreman and Water technicians workplan and daily activities; • Action plans or etc, if the water resources are sufficiently depleted or if there are significant problems with over pumping 	<p>Assistant Water Engineer - Immediate Supervisor</p>	<p>Regularly - Immediate Supervisor</p>
<p>Referred to manager or others</p> <p>Regular collaboration and coordination</p>	<p>Water Quality Officer, Water Foreman, Water Technicians, Councils and Communities</p>	<p>On occasion</p>

8. Position Overview	
9. Financial: Existing post	10 Legal: National Water Resources Policy and Implementation Plan, National Sanitation Policy and Implementation Plan, PUB Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Employees • Donors 	12. External Stakeholders: <ul style="list-style-type: none"> • Other Ministries • Customers • NGOs • SOE's • Communities
11. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	

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<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
<ol style="list-style-type: none"> 1. Coordination and regular reporting of Water Technicians' daily activities including regular reporting on routine activities such as salinity monitoring and upkeep of water systems on the outer islands or on South Tarawa. 2. Accountable for Water Stock including records of purchase and sales kept regularly. 3. Manage complaints made to the WSU from Island councils and the public. 4. Water systems including Tools are regularly maintained. 5. Ensure that Safe working practices in the working environment is encouraged. 6. Maintain and oversee the proper use of safety equipment and the keeping of staff records on safety and accident/injury. 	<ol style="list-style-type: none"> 1. Design, cost estimation, and construction of water systems. 2. Stock controlling of Water Unit materials. 3. Supervision of water technicians for the Installation of water systems on outer islands including, desalination plants, solar panels and solar pumps and handpumps. 4. Routine Inspection of Water systems on outer islands including timely maintenance or as required. 5. Supervise and coordinate activities of Water technicians. 6. Authorize procurement of materials from stores section for maintenance and rehabilitation works. 7. Receive and delegate responsibility to process and service Island councils complaints on Water/Sanitation. 8. Maintain tools and material stocks at effective operational levels at all times. 9. Authorize and enforce safe working practices in the working environment. 10. Maintain and oversee the proper use of safety equipment and the keeping of staff records on safety and accident/injury. 	<ol style="list-style-type: none"> 1. Quarterly reports on progress of status of water and sanitation systems on the outer islands 2. Regular updates and data securely backed-up of database of outer island technicians monitoring, maintenance and rehabilitation works. 3. Regular visits to outer islands for rehabilitation of water and sanitation system as required. 4. Asset management planning for outer island water and sanitation system in place. 5. Timely management of junior staff and implementation of WSU activities.

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12. Key Challenges	13. Selection Criteria	
<p>1. Problem solving is an extremely large component of this position. Some of the problems encountered will include (but are not limited to):</p> <ul style="list-style-type: none"> • Surveying and general layout of jobsite • Supervise/ manage/ direct the selection, training, development, appraisal, and work assignments of WEU staff. • General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or MPWU policy guidelines using independent judgment in achieving assigned objectives <p>2. Decision making will also be a large component of this position. Decisions to be made will include (but are not limited to):</p> <ul style="list-style-type: none"> • How to balance the water needs of the current population, future populations, the environment, and development • Prioritising projects, given a limited budget • Preparation of clear and comprehensive reports on administrative and technical issues. 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: <i>Essential</i></p> <ol style="list-style-type: none"> 1. Degree in Water Resources/ Degree in wastewater engineering/ Degree in Civil Engineering. OR Certificate in Plumbing with 5 years' work experience in a related field Proficient in the use of design software. 2. Strong engineering or technical background 3. Good reading, written and spoken skills in English. <p>Experience:</p> <ul style="list-style-type: none"> • Able to supervise water works construction • Able to read working drawings and transferring of data from drawings to take-off template/ sheets • Computer literate <p>Job Training: N/A</p> <p>Prerequisite:</p> <p style="padding-left: 40px;">a. Key Attributes (Personal Qualities):</p> <p>2. Knowledge Understanding of water supply and sources found and/or which can be applied in Kiribati including the environmental, social and economic issues associated with the management, distribution, delivery and contamination of the water supplies.</p> <p>3. Skills: N/A</p>	

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<p>3. Candidate must be in good physical condition to undertake regular, physically demanding field work.</p> <ul style="list-style-type: none">• Ability to work at heights• Ability to routinely work away from home• Site work including, tank construction, well excavation, backfilling, piping layout, drilling of boreholes.• Utility work including sanitary plumbing and sanitary drainage, roofing, piping and valve installations, sheet metal works.• Sub trade work: electrical (solar wiring), instrumentation, painting, paving, etc.• Use of saws, grinder, hand tools	<p>4. Attributes</p> <ul style="list-style-type: none">- Highly self-motivated and conscientious person who does not require regular supervision- Creative- Organized- Hardworking- Productive- Reliable- A good team worker
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