


**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

1. Ministry: Ministry of Line and Phoenix Island Development	3. Salary Level: L6-5	4. Division: Energy Unit
2. Position Title: Energy Planner	6. Direct Reports: Superintendent (Electrical) & Superintendent(Power)	
5. Reports To: Secretary	7. Primary Objective of the Position: Responsible for generation, transmission, distribution and maintenance of electricity/Power to the whole Island (Christmas Island)	
<b>8. Position Overview</b>		
9. Financial: \$79,438 + \$90,476 \$169,914	10 Legal: - To be familiar and works in accordance to the National Condition of Service (NCS) and energy related policies and regulations - To be responsible for legal matters concerning the Ministry's energy developments for the Line Islands.	
11. Internal Stakeholders: a. Minister b. Secretary & Admin Staff c. Senior Account & HODs d. Energy Planning Staff	12. External Stakeholders: a. Head of Divisions in other Ministries/Gov't agencies b. Private Concern Agencies	
To be referred to Manager: a. To seek Operational Approval b. Any queries or matters beyond his/her authority or outside his/her portfolio	To be referred to Manager: c. Carrying out any tasks delegated by the HM & Secretary. d.	
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		

*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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- KDP/KPA:
- MOP Outcome:
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Oversee the overall undertakings of the Electrical and Power Division, including managing Energy personnel</p>	<ul style="list-style-type: none"> <li>- Give technical advice to HM &amp; Secretary</li> <li>- Facilitates the implantation of the training plan for Power &amp; Electrical Staff</li> <li>- Coordinate the Division Activities</li> <li>- Represent the Division in Meetings</li> <li>- Manage the Division operational plan</li> <li>- Acquit and report on Budget spending</li> </ul>	<ul style="list-style-type: none"> <li>- Measured performance of electricity networks;</li> <li>- Improved control and management of Energy Unit budget</li> <li>- Report/Progress produced on Budget annually.</li> <li>- Efficient / Effective Energy HRD Plan.</li> <li>- Quality of work delivered - technical, management and leadership</li> </ul>
<p>Coordinating Energy/ Power programmes in Christmas Island</p>	<ul style="list-style-type: none"> <li>- Prepare project reports and other program or technical documentation.</li> <li>- Conduct jobsite observations, field inspections, or sub-metering to collect data for energy conservation analyses.</li> <li>- Designing and producing drawings of electrical systems using computer-assisted</li> </ul>	<ul style="list-style-type: none"> <li>- Report/Progress produced on Energy projects.</li> <li>- Completion of maintenance and operations plans and works to schedule;</li> <li>- Accuracy/efficiency of budget planning and</li> </ul>

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	<p>design software.</p> <ul style="list-style-type: none"> <li>- Make recommendations regarding energy fuel selection.</li> <li>- Monitor and analyze energy consumption.</li> <li>- Conduct energy audits to evaluate energy use, costs, or conservation measures.</li> <li>- Responsible for maintenance/Distribution of power to the Island.</li> <li>- Identify energy savings opportunities including the use of renewable energy/green energy and make recommendations to achieve more energy efficient operation.</li> <li>-</li> <li>-</li> </ul>	<p>expenditure;</p> <ul style="list-style-type: none"> <li>- Introduction and maintenance of renewable/green energy.</li> </ul>
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**14. Key Challenges**

- Working under pressure and meet deadlines.
- Identifies and resolves technical problems as required. May be able to work extended hours from time to time. Overtime not payable.
- Carry out tasks with less or without supervision.

**15. Selection Criteria**

**15.1 PQR (Position Qualification Requirement):**  
**Education: Bachelor Degree in Engineering majoring in Electrical/Mechanical**

**Experience: 3 years post work experience in the field.**

**15.2 Key Attributes (Personal Qualities):**

- Knowledge
- Demonstrate knowledge in
- Skills:
- Ability to think methodically, to design, plan and manage

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	<p>projects.</p> <ul style="list-style-type: none"><li>- Excellent verbal and written communication skills.</li><li>- Good team-working, negotiating, supervisory and leadership skills combined with the ability to delegate.</li><li>- Creativity and problem solving skills.</li></ul> <p><b>Attributes:</b></p> <ul style="list-style-type: none"><li>- Ability to maintain an overview of entire projects while continuing to attend to detailed technicalities.</li><li>- Pragmatism and practicality to turn a concept into reality.</li><li>- Stress Tolerance, Cooperation, Self-Control, Concern for Others, Adaptability/Flexibility.</li><li>- Ability to work well with others</li></ul>
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Approved by: Heungat Date of Issue: 17/10/29