

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

<b>1. Ministry:</b> MISE		
<b>2. Position Title:</b> Project Contract Supervisor / Administrator	<b>3. Salary Level:</b> L9-7	<b>4. Division:</b> Architectural Design Division
<b>5. Reports To:</b> Architect.	<b>6. Direct:</b> Senior Architect.	
<b>7. Primary Objective of the Position:</b>  To ensure implemented construction/building projects are managed according to the agreed contract terms.		
<b>8. Position Overview</b>		
<b>9. Financial:</b> NA	<b>10. Legal:</b> Kiribati National Conditions of Service 2012, Building Act 2006 and National Building Code of Kiribati, Standard Method of Measurement of Building Works	
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Colleagues within the Architectural, Costing and Quality Division.</li> <li>• Project Officer and Account Team.</li> </ul> <b>To be referred to Manager:</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Government Ministries</li> <li>• SOE's</li> <li>• Any other clients as per Sec's approval</li> <li>• Donors</li> </ul> <b>To be referred to Manager</b> <ul style="list-style-type: none"> <li>•</li> </ul>	

*This is position description provides a comprehensive, 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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<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: KPA 1: Human Resource Development</i></li> <li>▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
<ul style="list-style-type: none"> <li>a) Procurement of Building Construction works</li> <li>b) Contract management</li> </ul>	<ul style="list-style-type: none"> <li>a) Work alongside the MISE’s procurement team in the procurement of building construction projects as well as in consultation with the MFED Procurement Unit for every building construction project.</li> <li>b) Lead the project procurement from advertising, to tendering, evaluation, reporting, procuring, contract negotiation, contract awarding toward contract management.</li> <li>c) Execute contract management works as advised by an Architect and Senior Architect.</li> <li>d) Coordinate site or special meetings with client/donor/other relevant parties and the contractor.</li> <li>e) Coordinate MISE technical administration team in attending scheduled site meetings for monitoring construction progress and inspection for compliance to the drawing and other terms of the contract agreement.</li> <li>f) Work alongside the Costing Planning Division</li> </ul>	<ul style="list-style-type: none"> <li>a) Compliance to the building act and procurement act.</li> <li>b) Effective procurement procedures.</li> <li>c) Improved contract management.</li> <li>d) Updated legal construction contract templates.</li> <li>e) Supervisor / Senior heads satisfaction</li> <li>f) Client and donor satisfactions toward every completed project</li> </ul>

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	<p>Account Unit within MISE in releasing schedule payments, variations, claims within the contract agreement.</p> <p>g) Assessment of variations, extension of time, claims and proposals raised by the Contractors/Clients/Donor within the contract agreements.</p> <p>h) Provide reports to Project Unit/NEPO construction projects administered by MISE from time to time.</p> <p>i) Liaise with legal consultants on the improvement of contract agreements.</p>	
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• A key challenge of the post is making sure the information provided to agencies is correct.</li> <li>• Dealing with noncompliant Contractors.</li> <li>• Handling several construction projects at a time and making sure they are well managed in align to the term of the contract agreement.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ol style="list-style-type: none"> <li>1) Bachelor’s degree in construction management/ Administration from any recognized Institution.</li> <li>2) Any attainments from recognized TAFE (or higher education) courses related to construction/building management and procurement.</li> </ol> <p><b>Experience:</b></p> <ol style="list-style-type: none"> <li>1) Minimum of 12 months working experience in the field of project management, contract supervision and procurement</li> </ol> <p><b>Professional Training:</b> N/A.</p>

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	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• Contract supervision/administration</li><li>• Project Management</li><li>• Building and Construction Management</li><li>• Procurement knowledge</li></ul> <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Technical skills (use of any project management software such as Microsoft Project and other similar programs/applications)</li><li>• Presentation skills</li><li>• Negotiation skills</li></ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>• Proactive</li><li>• Efficient</li><li>• Reliable</li><li>• Analytical thinking</li><li>• Integrity</li><li>• Collaborative</li></ul>
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