

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

③

1. Ministry: Ministry of Line & Phoenix Island Development		
2. Position Title: Civil Superintendent	3. Salary Level: L9-7	4. Division: Civil & Technical Unit
5. Reports To: Civil Engineer	6. Direct Reports:	
7. Primary Objective of the Position: To be responsible for the assistance of the office monitoring and supervision of civil construction work and projects, to ensure that all civil and technical work implemented in a good quality and quantitative manner and meet the approved budget and national building code.		

8. Position Overview	
9. Financial: NIL	10. Legal: Traffic Act, Building Act, Procurement Act, OHS Act, NCS, KDP, KV20, MOP, MSP, LPID strategy
11. Internal Stakeholders: <ul style="list-style-type: none"> • Administration team • HODs • Board members • Donors <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Provide regular reports to Civil Engineer on progress with respect to implementation of annual works program and project including staff performance and behavior. • Technical assistance and advice on engineering issues and matters • Extra working after working hours. 	12. External Stakeholders: <ul style="list-style-type: none"> • Other Ministries • Customers • NCCs • SOEs • Communities <p>To be referred to Manager</p> <ul style="list-style-type: none"> • All Activities

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.

Approved by: 	Date of Issue:
---	----------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>1. Supervise and coordinate of the civil activities and project in the Line and Phoenix Island Group.</p>	<p>1. To formalize or design work schedule for civil and technical daily/ weekly activities as approved and budgeted.</p> <p>2. To organize, manage and supervise the construction or implementation of civil project such as road, seawall, bridge, causeway, culvert, passage and airfield.</p> <p>3. To provide weekly status report of civil and technical ongoing activities and project to civil engineer</p> <p>4. To be responsible for the subordinate staff performance assessment</p>	<ul style="list-style-type: none"> - Project complete within given duration - Civil construction works complete on timely basis. - Weekly report submission on time or upon requested. - Minimal complaints from staff.
<p>2. Provide technical and engineering matter on designing infrastructure project as required from Government.</p>	<ul style="list-style-type: none"> - Provide technical advice to subordinate staff related on designing and engineering issues. - Provide technical training in utilizing civil related software such as AutoCAD/SketchUp/Revit/MapInfo/Microsoft Project and others - Provide technical training in utilizing civil most useful tools and equipment such as leveling, theodolite, total station, California Penetration Test machine and others. - Provide technical required report on the new 	<ul style="list-style-type: none"> - Minimal technical errors relating design. Quality design work - Subordinates well equipped with software, tools and equipment. - Quality and critic detailed report as per project - National building code is well enforced.

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.

Approved by:  Date of Issue: _____

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<p>3. Provide the office matter assistance</p>	<p>government infrastructure proposed project.</p> <ul style="list-style-type: none"> - Provide assistance in constructing division annual budget - Provide assistance to civil engineer in designing work for the new government infrastructure proposed project. 	<ul style="list-style-type: none"> - Efficient divisional Annual budget completed and submitted on time. - Proactive in designing of any given project.
--	--	---

10. Key Challenges		11. Selection Criteria	
<ul style="list-style-type: none"> • Work both in office and outdoor conditions • Be able to work with minimal staff and especially under stress • Be able to work under heat, in water and after working hours as required • Different behavior and discipline of subordinate staff • Be able to travel to outer islands 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> - Diploma in Civil engineering with 2 years' experience related to field. <p>Or</p> <p>Certificate/Post trade qualification in civil engineering with relevant post trade skills and 3 years work experience</p> <p>Experience:</p> <ul style="list-style-type: none"> - Capable knowledge of design tools such as AutoCAD/Revit/Sketch Up/ - Is able to operate engineering surveying tools such as leveling, theodolite, total station, GIS, <p>Job Training: NA Prerequisite: NA</p>	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</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.

Approved by: 	Date of Issue:
---	----------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	<ul style="list-style-type: none">- Management and leadership- Civil and Construction technology;- Pavement management- Engineering surveying- Building Code <p>2. Skills:</p> <ul style="list-style-type: none">- Competent in utilizing surveying tools and engineering apparatus- Competent in utilizing drawing aid software, such, Auto CAD, Sketch Up, Revit,- Competent in utilizing office software, such as Microsoft word, excel and Microsoft project- People management skill; ability to lead, motivate and supervise staff. <p>3. Attributes</p> <ul style="list-style-type: none">- Ability to work with minimal supervision- Respect to all staff- Smart to carry out what was needed- Reliable and trust or honest
--	---

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.

Approved by: 	Date of Issue:
---	----------------