

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

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Senior Mechanical Engineer	3. Salary Level: L6	4. Division: Civil Engineering Department
5. Reports To: Principal Civil Engineer	6. Direct Reports: Principal Civil Engineer	
Primary Objective of the Position: To manage Mechanical Divisional staff and operational work to ensure heavy machines, vehicles, mechanical tools are well maintained and operational on daily basis.		

<b>7. Position Overview</b>	
9. Financial: NIL	10. Legal: Kiribati National Conditions of Service 2012 Traffic Act 2006 Civil Aviation Regulations Occupation Health and Safety
11. Internal Stakeholders: <ul style="list-style-type: none"><li>• Supervisor</li><li>• Colleague</li></ul> To be referred to Manager: <ul style="list-style-type: none"><li>• Externally request of technical advices and assistance</li><li>• Request on funding support on to order parts</li><li>• Fixing computerize machines.</li></ul>	12. External Stakeholders: <ul style="list-style-type: none"><li>• Other Ministries</li><li>• Public Servants</li><li>• Rural Servants</li></ul> To be referred to Manager Proposal and Funding support

*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"> <li>▪ KDP/KPA:</li> <li>▪ MOP Outcome:</li> <li>▪ Divisional/Departmental/Unit Plan:</li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Office Activities	<ol style="list-style-type: none"> <li>1. Advice and strengthen capacity of Civil Engineering Mechanical staff thru ordering parts and purchase new model machines from overseas able to train local to maintain them.</li> <li>2. Develop check procedures for machines coming out and in from Civil Yard.</li> <li>3. Develop database system for storing parts and systematic system for servicing, ordering parts, and maintaining machines and mechanical tools.</li> <li>4. Assist MISE in strengthening the mechanical unit with Civil Engineering Department by establishing relationship with overseas supplier to offer training capacity on heavy and electronic machines</li> <li>5. Responsible for the monitoring and evaluation of machine condition and advice HOD for recommendations and funds required.</li> </ol>	Recurrent activities manage to achieve on timely basis

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	<p>6. Assist to provide strategic advice on the procurement mechanical tools need for the team</p> <p>7. .</p>	
Field Activities	<p>8. Responsible to carry out conditional assessment report to all machines Outer Island and come up with recommendation to HOD for endorsement from the Ministry</p> <p>9. Inspect order overseas when need to verify the purchase machines product.</p> <p>10. Accompany team on charter to bring back machines from Outer Island to Tarawa</p> <p>11. Able to fix and repair machines when trade mechanics are not available.</p>	Weekly basis activities.
Supervision	<p>12. For procuring mechanic need like warehouse, machines and tools</p> <p>13. Provide training exercise regional and international to mechanics</p> <p>14. Explore effective suppliers for efficiency delivery</p>	Successful completion of infrastructure construction and safekeeping of exiting infrastructures

10. Key Challenges	11. Selection Criteria
<p>1) Lack of capacity within local force of CED</p> <p>2) Limited of spare parts and supplier on the island</p> <p>3) Poor storing system and documentations</p> <p>4) To improve standard operational procedure on machines check and services</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education: Degree on Mechanical Engineer or</b></p> <p><b>Experience:</b> 3 years of working experiences on batch plants</p> <p><b>Job Training:</b> To be trained on job</p>

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	<b>Prerequisite:</b> NIL
	<b>11.2 Key Attributes (Personal Qualities):</b> <b>1. Knowledge</b> <ul style="list-style-type: none"><li>• Coherent with appropriate standards</li><li>• English Language</li><li>• Customer Services</li><li>• Education and Training</li></ul> <b>2. Skills:</b> <ul style="list-style-type: none"><li>• Active listening</li><li>• Critical thinking</li><li>• Report writing</li><li>• Advance in engineering solving problem</li><li>• Well Communicate</li><li>• Advanced using the inspection tools</li><li>• Advance in Microsoft Project, Excel and Work</li></ul> <b>3. Attributes</b> <ul style="list-style-type: none"><li>• Concern for others</li><li>• Understand key of moral ethics</li><li>• Self Control</li><li>• Integrity</li><li>• Team work</li></ul>

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