

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

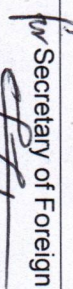
1. Ministry: Ministry of Foreign Affairs and Immigration	
2. Position: HANDYMAN	3. Salary: LEVEL 18-17/16-15
5. Reports To: OFFICE MANAGERS AND OTHER ADMINISTRATIVE OFFICERS AT OB, PSO AND MFAI	4. Divisions: ADMINISTRATION AND CORPORATE SERVICES
6. Direct Reports: OFFICE MANAGERS (OB, PSO and MFAI)	
7. Primary Objective of the Position: THE HANDYMAN WILL COVER OB FAMILY COMPOUND IN BAIRIKI AS WELL AS OTHER OFFICES UNDER OB, PSO AND MFAI OUTSIDE THE MAIN COMPOUND IN BAIRIKI, for example, the MFAI (GoK) VIP Lounge in Bonriki and Immigration and Passport Offices in Bairiki, Bonriki and other locations. <ul style="list-style-type: none"> i. LANDSCAPING AND BEAUTIFICATION OF GROUNDS INSIDE COMPOUNDS AND OUTSIDE ii. GARDENING AND WATERING OF PLANTS DAILY OR AS APPROPRIATE iii. GENERAL PLUMPING MAINTENANCE WORK iv. GENERAL ELECTRICAL MAINTENANCE v. GENERAL CARPENTRY MAINTENANCE vi. GENERAL METALWORKS MAINTENANCE vii. GENERAL CONCRETE MAINTENANCE viii. GENERAL UNDERGROUND WATER AND SEWERAGE SYSTEM MAINTENANCE WITH THE NATIONAL AUTHORITIES ix. GENERAL ROOFING MAINTENANCE x. GENERAL BUILDING OF MINOR EXTENSIONS TO EXISTING STRUCTURES xi. GENERAL SAFETY OF BUILDINGS, REPLACEMENT OF FIRE EXTINGUISHING EQUIPMENT xii. GENERAL SOLAR SYSTEM MAINTENANCE xiii. ASSIST WITH SET UP AND CLEAN UP FOR OFFICIAL EVENTS xiv. OTHER RESPONSIBILITIES DURING AND AFTERWORKING HOURS 	
8. Position Overview	
9. Financial: -	10. Legal: - Compliance to Government of Kiribati's National Condition of Service (NCS)
11. Internal Stakeholders -Administration and Technical Staff in OB, PSO and MFAI	12. External Stakeholders: - none
	To be referred to Manager: - approval before taking overtime - approval before engaging/hiring a private contractor - approval before removing or changing assets/tools/equipments, etc

This 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.

To be referred to Manager:		
- As above		
13. KEY ACCOUNTABILITY (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> Overall performance against the contract 		
Key Result Area/Major Responsibility	Major Activities/Duties	Performance Measures/Outcomes
Electrical system to be assessed, carefully maintained, and proper minor repair to be scheduled to avoid fire hazard	Inspect electrical systems, repair minor faults, engage licensed contractors to do repair and maintenance, including the standby generator	<ul style="list-style-type: none"> Energy efficiency
Ensure that all plumbing needs are fixed to avoid fire hazard and water shortage	Inspect plumbing systems, fill up overhead tanks, repair water pumps and faults in toilets, sinks, showers and outdoor taps. Handle sewerage issues with contractors.	<ul style="list-style-type: none"> Save water consumption and save electricity consumption and costly maintenance
Ensure that the buildings are maintained, painted, repaired, etc	Inspect offices, repair, door locks, stairs, windows, ceilings, wall, carpark, etc	<ul style="list-style-type: none"> Beautiful and safe offices
Ensure all leaks from roofing and walls are plugged in	Inspect and repair roofing, rainwater catchment system, etc. Clear trees, etc that will damage roofing.	<ul style="list-style-type: none"> Clear roofs with no leaks and safe portable water from roofing water catchment
Gardening, Landscaping and beautification of compounds	Plant flowers, water plants regularly, beautify compounds, access roads, etc.	<ul style="list-style-type: none"> A beautiful compound

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Safety protocol	Ensure that the fire extinguishing tanks and systems are up to date and operational	<ul style="list-style-type: none"> • A safe work environment
14. Key Challenges	<p>14. Selection Criteria</p> <p>14.1 PQR (Position Qualification Requirement)</p> <p>Education</p> <ul style="list-style-type: none"> - Form 6 or form 5 with 1 year relevant experience in the field of - Carpentry - Plumbing - Roofing - Cladding <p>14.2 Key Attributes</p> <p>Knowledge</p> <ul style="list-style-type: none"> - Basic carpentry (repair doors, tables, shelves, locks) - Plumbing repairs (fix leaking taps, pipes, toilets) - Electrical maintenance (replace bulbs, switches, basic wiring) - Painting and minor building repairs - Equipment and furniture maintenance - Basic masonry / cement work - General building maintenance and repairs - Installation of office equipment and furniture - Maintenance of air conditioners and fans (basic servicing) - Ability to use maintenance tools and equipment safely <p>Attributes</p> <ul style="list-style-type: none"> • Mature, reliable, responsible and committed. • Ability to address/solve problems. • Demonstrate empathy and patience. • Awareness of cultural sensitivities. 	
<p>Officer is required to:</p> <ul style="list-style-type: none"> - Show respect and professionalism at all times - Ensure to carry out his/her work efficiently and effectively to produce quality outputs and outcomes; - Willing to carry out additional duties as advised by the Office Managers 		

Approved by:  Secretary of Foreign Affairs and Immigration

Date of Issue: 02 October 2025

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