

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

<b>1. Ministry:</b> Ministry of Infrastructure and Sustainable Energy	
<b>2. Position Title:</b> Construction Site Inspector	<b>3. Salary Level:</b> L11-10/9-7
<b>4. Division:</b> Quality Control and Inspection Division	
<b>5. Reports To:</b> 5.1 Construction or Structural Engineer 5.2 Quality Control Specialist 5.3 Director of Engineering Services 5.4 Secretary of Infrastructure and Sustainable Energy	<b>6. Direct Reports:</b> Construction or Structural Engineer
<b>7. Primary Objective of the Position:</b> To inspect building construction, electrical and maintenance activities implemented in Kiribati and to direct resolutions onsite if required.	
<b>8. Position Overview:</b>	
<b>9. Financial:</b> N/A	<b>10. Legal:</b> a. Kiribati National Conditions of Service 2012, Building Act 2006 and National Building Code of Kiribati 2006
<b>11. Internal Stakeholders:</b> i. Architects and draughtsman. ii. Construction Engineer iii. Structural Engineer iv. Architect v. Inspectors	<b>12. External Stakeholders:</b> i. Public Servants ii. Private building contractors iii. Private engineering firms iv. Clients
<b>13. To be referred to Manager:</b> <ul style="list-style-type: none"> <li>• Complex requests for information</li> <li>• Requests relating to inspection work beyond assigned tasks</li> </ul>	<b>14. Without Referral to Manager</b> <ul style="list-style-type: none"> <li>i. Activities and plans that would affect staff from other ministries need to be approved first by the immediate supervisor or Director of Engineering Services.</li> <li>ii. Activities that would involve or affect the general public should be approved first by MISE Secretary and Director of Engineering Services. Sometimes cabinet's approval must be sought depending on MISE Secretary's advice</li> </ul>

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<b>15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Implementation of timely inspection to building construction and maintenance activities on South Tarawa and Outer Islands	<ul style="list-style-type: none"> <li>• Undertake regular inspections to building construction, electrical work and maintenance activities on South Tarawa and Outer Islands</li> <li>• Provides update reports on physical progress and quality of inspected work and highlight issues that may prevent work from being completed on the targeted date</li> <li>• Attend site meetings to discuss non-compliance issues with work inspected on site and to advice on proper way forwards based on recommendations from engineers</li> </ul>	<ul style="list-style-type: none"> <li>• Number of construction and electrical works conforming to the requirements of the Building Code and Building Act</li> <li>• Number of inspection reports produced, and non-compliance issues identified and communicated</li> <li>• Number of site-meetings attended and non-compliant with construction works resolved.</li> </ul>
Promoting sound construction and electrical practices and application of quality control	<ul style="list-style-type: none"> <li>• Advise cost effective ways of carrying out building construction, electrical and maintenance works</li> <li>• Monitor progress and quality of building construction, electrical and maintenance works on South Tarawa and Outer Islands</li> </ul>	<ul style="list-style-type: none"> <li>• Number of quality and cost-effective construction works</li> <li>• Number of construction work inspected and conforming to the requirements of the Building Code and Act</li> </ul>
Cost effective use of funds for inspection activities	<ul style="list-style-type: none"> <li>• Review returns to ensure work are carried out according to approved budget</li> <li>• Execute tasks delegated to him by his immediate superior</li> <li>• Inform his superior of any essential tasks that do not covered in the annual approved budget</li> </ul>	

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<p>Enforcement of the Building Act</p>	<ul style="list-style-type: none"> <li>• Assist in the awareness and enforcement of the Building Act to the public.</li> <li>• Assist in conducting the routine monitoring of illegal construction on South Tarawa and Outer Islands and advices on compliance actions to achieve the Building Act requirements.</li> <li>• Assist in the review of the electrical design plan for the building permit application approval process to ensure compliance to the Building Code requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Increase awareness of the public on the Building Act</li> <li>• Number of illegal construction work ceased and complied with the building permit requirements</li>   <li>• Number of building permits approved (electrical plan)</li> </ul>
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<b>16. Key Challenges</b>	<b>17. Selection Criteria</b>
<p>Key challenges of the post are:</p> <ol style="list-style-type: none"> <li>1. Ensuring that construction contractors' work complies with construction drawings, Building Act 2006 and National Building Code of Kiribati</li> <li>2. Attending inspections on Outer Islands</li> <li>3. Managing heat up discussions with construction contractors especially when inspecting and reviewing construction work.</li> </ol>	<p><b>17.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Carpentry and Electrical Trade Certificate</p> <p><b>Experience:</b> At least 3 years' post qualification working as a construction supervisor and must have basic knowledge in electricity and plumbing work.</p> <p><b>Job Training:</b></p> <p><b>Prerequisite:</b> (Pre-condition/Essential/Must)</p> <p><b>17.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ol style="list-style-type: none"> <li>a. Understand the roles of the Quality Control Unit</li> <li>b. Understand English Language</li> <li>c. Good knowledge on how to perform good customer service</li> <li>d. Computer literate especially Microsoft Office programs</li> <li>e. Keen to attend workshops relating to capacity building</li> </ol> <p><b>2. Skills:</b></p>

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	<ul style="list-style-type: none"><li>a. Good note-taking skills</li><li>b. Critical thinking</li><li>c. Ability to solve complex issues</li><li>d. Speaking</li><li>e. Lateral thinker</li></ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"><li>a. Concern for others</li><li>b. Self-control</li><li>c. Attention to detail</li><li>d. Analytical thinking</li><li>e. Integrity</li><li>f. Teamwork</li><li>g. Energetic,</li><li>h. Physically fit</li><li>i. Able to secure the maximum contribution from employees of the Section</li></ul>
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