

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: <i>Ministry of Employment & Human Resources Development</i>		
2. Position Title: <i>Laundress</i>	3. Salary Level: <i>L19-18</i>	4. Division: <i>Marine Training Centre</i>
5. Reports To: <i>Chief Caterer</i>	6. Direct Reports: (Write No. & Position Title: <i>Captain Superintendent</i>)	
7. Primary Objective of the Position: Washing of MTC trainee's uniforms, beddings, curtain, table coverings and overall. Safety operating of washing machines and iron.		

8. Position Overview: Maintaining and sustaining cleaning and high performance in hygienic and good house keeping.

9. Financial: Recurrent Budget	10. Legal: i. Kiribati National Condition of Service 2020 ii. Kiribati Maritime Act 2017 iii. IMS Policy MTC iv. ISM v. ISPS vi. MTC Assessment Policy & Procedure vii. MTC OHS & EQ Policy viii. Company Business Ethics ix. Kiribati Shipping Act	x. Merchant Shipping Act 2006 xi. Financial Regulation 2012 xii. Kiribati Maritime Bill 2016 xiii. Environmental Act as amended xiv. MLC 2006 xv. MTC Instructors Standing Order & Annex xvi. STCW/STCW-F SOLAS xvii. MTC Alcohol & Drug Policy xviii. Gender and Sexual Harassment Policy, Violence and Bullying xix. MTC Dep't Operational Manual
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11. Internal Stakeholders:

Subject	Captain Superintendent	DSC/QMC	HoD	Doctor
Damage	✓	✓	✓	
Injuries	✓	✓	✓	✓
Incidents	✓	✓	✓	✓
Maintenance		✓	✓	
Purchases	✓		✓	
Claims	✓	✓	✓	
Certificate	✓		✓	
Management reviews	✓	✓	✓	
Courses		✓	✓	

12. External Stakeholders:

Subject	MEHR	MFED	Marine Division	Resp. Port Author	Hospital	Donors	PUB/PWU	Crewing Agent
Damage	✓						✓	
Maintenance	✓						✓	
Injuries	✓				✓			
Purchasing		✓				✓		
Certificates			✓					✓
Courses	✓		✓	✓				✓
Regulations	✓		✓	✓				✓

This 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: <i>20/7/20</i>
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To be referred to: **Captain Superintendent**

To be referred to Manager: **SRO**

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
- Washing - Ironing	• Daily washing of trainees uniforms. Drying cloths and folding before trainees collect theirs.	- Good health and sustaining hygienic
- Drying cloths - Stock taking of laundry	• Washing of MTC Duty Officers, Pilot Cabin's bedding, pillow cases and curtains. • Removing stains from items using the appropriate procedures. • Ironing of MTC beddings, table covers and officials uniform • Keeping an updated inventory of laundry detergents and sewing kits.	Healthy and good housekeeping. Healthy and sustaining hygienic Removes wrinkles and shrinkage of the cloth material; but it also enables them to look fresher than before. Ironing also handles the fabric in clothes to boost their quality and guarantee a longer lifespan. No shortage of cleaning and washing resources. Washing continues

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14. Key Challenges	15. Selection Criteria
Power shortages Soap Power Shortages Shortage of water Increase of Trainees Strong stain	15.1 PQR (Position Qualification Requirement): Education: Form 3 Experience: Not less than one year of using and operating electric washing machine. Job Training: Health Care & Safety Time Management Good House Keeping
	15.2 Key Attributes (Personal Qualities): - Knowledge: <i>Using of detergent and soap powder</i> <i>Understanding of fabric</i> <i>Electrical usage</i> - Skills: <i>Good English</i> <i>Good Relation</i> Attributes: - Reliability, Creativity, & Numeracy - High Standard of Personal Hygiene - Able to take criticism and feedback

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POSITION DESCRIPTION

1. Ministry: Ministry of Employment & Human Resource		
2. Position Title: Librarian	3. Salary Level: L18-15/14-12	4. Division: Marine Training Centre
5. Reports To: Chief Officer	6. Direct Reports: (Write No. & Position Title: Chief Officer)	
7. Primary Objective of the Position: Proper control of Library, books, and Video. Ensuring efficient and effective management and operation of the library.		

8. Position Overview

9. Financial:

Nil

10. Legal:

- i. Kiribati National Condition of Service 2020
- ii. Procurement act 2019.
- iii. Kiribati Maritime Act 2017
- iv. IMS Policy MTC
- v. ISM
- vi. ISPS
- vii. MTC Assessment Policy & Procedures
- viii. MTC OHS & EQ Policy
- ix. MTC Department operation Manual
- x. Company Business Ethic
- xi. Kiribati Shipping Act
- xii. Merchant Shipping Act 2006
- xiii. Financial Regulation 2012
- xiv. Kiribati Maritime Bill 2016
- xv. Environmental Act as amended
- xvi. MLC 2006
- xvii. STCW78 as amended
- xviii. STWC-F

Gender and Sexual Harassment Policy, Violent & Bullying

11. Internal Stakeholders:

Subject	Captain Superintendent	DSC/QMC	HoD	Doctor
Damage	✓	✓	✓	

12. External Stakeholders:

Subject	MLHR D	MFE D	Marine Division	Resp. Port Author	Hospital	SPMS	Donors	PUB/P WU	Crewing Agent
Damage	✓							✓	

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Injuries	✓	✓	✓	✓	Maintenance	✓							✓	
Incidents	✓	✓	✓	✓	Injuries	✓				✓				
Maintenance		✓	✓		Purchasing			✓				✓		
Purchases	✓		✓		Certificates			✓			✓			✓
Claims	✓	✓	✓		Courses	✓		✓	✓		✓			✓
Certificate	✓		✓		Regulations	✓		✓	✓		✓			✓
Management reviews	✓	✓	✓											
Courses		✓	✓											

To be referred to: Captain Superintendent

To be referred to Manager:

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA: eg. 1. Human resource Development and 5. Good Governance
- MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
• MTC Library books and Visual aids remain under good control	• Creation of appropriate timetable for Library periods • Keeping an Up-dated records of Library books and videos	Weekly report to HOD whenever needed Monthly report to HOD
• MTC Library is accessible to trainees at convenient • Manage the Library operation in an effective and efficient manner	• Maintain cleanliness of library resources. • Keeping the Library area clean and safe • Report any deficiencies' to Chief Officer. • Manage and administer the operation of the Library & Archives section	

14. Key Challenges

To provide an efficient and effective

15. Selection Criteria

15.1 PQR (Position Qualification Requirement):

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	Education: • Form 6 Certificate with 1 year relevant experience
	Job Training:
	15.2 Key Attributes (Personal Qualities):
	1. Knowledge: Fluent in English 2. Skills: 3 years work experience as a Librarian 3. Attributes: <i>Proficient in both written and spoken English</i>

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