

GOVERNMENT OF KIRIBATI

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/PWU	Crewing Agent
Damage	✓							✓	

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: 20/7/26
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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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GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: <i>Ministry of Employment & Human Resources</i>				
2. Position Title: <i>Marine Engineer Class II</i>		3. Salary Level: <i>L9-7</i>		4. Division: <i>Marine Training Centre</i>
5. Reports To: <i>Chief Engineer</i>		6. Direct Reports: (Write No. & Position Title): <i>Captain Superintendent</i>		
7. Primary Objective of the Position: <i>Teaching and training of engineering and workshop practice and related subjects in all aspects of seamanship skills to the standard of the international convention on standards of training certification and watchkeeping 1995 (STCW) enabling the students or upgraders on graduation to be part of an engine room watch in accordance with regulation III/4 of that convention.</i>				
8. Position Overview: To be well competent in both Theory and Practical skills				
9. Financial: Nil		10. Legal:		
		i. Kiribati National Condition of Service 2020 ii. Kiribati Maritime Act 2020 iii. IMS Policy MTC iv. ISM v. ISPS vi. MTC Assessment Policy & Procedures vii. MTC OHS & EQ Policy viii. MTC Department operation Manual ix. Kiribati Shipping Act x. Merchant Shipping Act 2006 xi. Environmental Act as amended xii. MLC 2006 xiii. STCW78 as amended xiv. STWC-F xv. Gender and Sexual Harassment Policy, Violent & Bullying		
11. Internal Stakeholders:		12. External Stakeholders:		
Subject	Captain Superintendent	DSC/QMC	HoD	Doctor
Damage	✓	✓	✓	
Injuries	✓	✓	✓	✓
Incidents	✓	✓	✓	✓
Maintenance		✓	✓	
Purchases	✓		✓	
Claims	✓	✓	✓	
Certificate	✓		✓	
Management reviews	✓	✓	✓	

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

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POSITION DESCRIPTION

Courses	✓	✓		
To be referred to: Chief Engineer		To be referred to Manager: SRO		
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> ▪ KDP/KPA: e.g., 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	
- Engine training modules and syllabus - Engine Maintenance - IDF & BHSC Lesson Delivery - Duty Officer	- Assist to Chief Engineer in establishing, revising and maintaining Engine training Modules and syllabus - Assistant to head of the engine department - Teaching and training of students in workshop practice and engineering theory - Training of participants in upgrading courses in workshop practice and engineering theory including diesel engine theory and metallurgy - Doing maintenance on MTC buildings, outboard motors and mechanical equipment together with chief engineer. - Servicing MTC vehicles - Watch keeping duties according to the duty roster - Maintenance of discipline and controlling daily routine at MTC as duty officer in accordance with		- Observation on general appearance, performance, attendance and punctual - Examine the accuracy of Lesson plans, assessments, Record of class work, daily work record and course bibles as well as to be updated - Observe the ability to operate and handle of vehicles, tools and machineries. - All Machineries and vehicles must be in good affairs	
- Other tasks delegated by Chief Engineer - Outreach Program Instructor	Maintenance of discipline and controlling daily routine at MTC as duty officer in accordance with		- Observe the competence to maintain ISPS levels during the duty, onboard training vessels and at all times staying in MTC according to the standard of STCW 2010 and MTC standing orders. - All other jobs and orders assigned by the chief engineer must be followed and	

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	standing orders. • Maintenance of discipline and controlling daily routine on board training vessels as training officer in accordance with standing orders. • Other jobs assigned by Chief Engineer.	completed in a required and specific time. • All students and participants in upgrading Courses should be able to demonstrate good understanding for basic engineering knowledge and workshop skills.
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14. Key Challenges	15. Selection Criteria
• Training assessment • Flexible toward the assigned task by his/her HOD • Normal routine problems have to be solved. Guidance where necessary is available from senior staff, namely Chief Engineer, Captain and Chief Officer. Postholders have to follow written instructions.	15.1 PQR (Position Qualification Requirement): Education: • Marine Fitter and Able Seafarer Engine Certificate Experience: 2 years' experience at sea Job Training: <i>Must be prepared to go overseas to upgrade skills after extended period at MTC.</i>
	15.2 Key Attributes (Personal Qualities): 1. Knowledge: <i>Operational Leadership skills, Computer Literacy</i> 2. Skills: <i>Improvisation & Flexibility</i> 3. Attributes: <i>Marine Fitter certificate</i>

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