

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Employment and Human Resource		
2. Position Title: Workshop Technician Construction	3. Salary Level: L15-13	4. Division: Kiribati Institute of Technology (KIT) Location: KIT Betio Campus
5. Reports To: Head of School SOAT with day to day reporting to the Construction Team Leader	6. Direct Reports: Nil	
Primary Objective of the Position: To manage the construction workshop resources ensuring all in stock, good condition and operational order. To assist the lecturers in preparing for training materials in the delivery of the Construction/Carpentry units. To assist in the development and maintenance of ongoing operations of all utilities and facilities at the KIT campus.		

7. Position Overview	
9. Financial: Nil	10. Legal: Kiribati National Conditions of Service 2012
11. Internal Stakeholders: • Full and part time KIT students • Employees and Senior Managers at KIT • Employees and Senior Managers within other Ministry Divisions • SfEP Advisers To be referred to Manager: • Training and assessment learning environment issues • Quality requirements	12. External Stakeholders: • Public sector employers • Community and industry representatives • Other GoK ministries • KIT Alumni • Student work experience issues • Private and public sector employers To be referred to Manager • Industry needs

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. There may be changes as time progresses to accommodate change of expectation of the role. It is an expectation that you may be required to perform additional duties as required.

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• Facility issues	• Student work experience issues • Course advisory needs
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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- **KDP/KPA:** KPI 1 Human Resource Development; KPI 2 Economic Growth and Poverty Reduction
- **MEHR MOP Outcome:**
 - Goal 1. Develop an integrated and accountable TVET system to improve workforce skills
 - Goal 5. Training for economic and sustainable development
- **Divisional/Departmental/Unit Plan:**
 - Goal 1: Further develop KIT into a high quality institution offering a range of TVET courses to international standards.
 - Goal 2: Increase national and international employment and further study opportunities for KIT graduates
 - Goal 3: Ensure equitable access for I-Kiribati to KIT courses

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
KIT campus facilities are developed and maintained at operational levels.	Undertake duties in relation using basic maintenance skills to ensure the effective operations of all facilities and utilities on campus.	Minimal breakdowns of KIT utilities and facilities. Good working order with reduction in operational campus costs.
Safe and effective workshop	Responsible for the Workshop conditions	All equipment, machinery and tools are current and in good working order.
Effective Learning	To assist lecturers in practical class and act as a facilitator/supervisor as needed.	Well organized and effective flexible learning environment is promoted in workshops.

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Machineries are operational	To setup and adjust tools, equipment and machinery in a timely manner prior to the commencement of practical classes.	All tools, equipment and machinery required for practical classes are prepared.
Quality practical lessons	Assist lecturers in the planning process to identify the necessary materials required to meet industry competency based standards.	Cost effective materials/consumables are identified and acquired.
Accurate stores records	To develop and maintain an accurate recording system for all inventories of consumables, tools and equipment. A system for students borrowing tools is developed and rigorously applied.	Minimal losses and wastage attributable to the industry area.
Competency in all tasks on campus and in workshop areas.	To carry out duties as specified with approval by the Head of School/Campus Facilities Manager.	Ongoing improvement in KIT trades and campus reputation for a clean, healthy, safe and effective learning environment.

14. Key Challenges	15. Selection Criteria
- Consistently meeting all requirements of the KIT Quality Framework on a daily basis, relevant to this position. - Consistently providing high quality teaching and assessment services, on a daily basis, in order to motivate students to achieve their best possible educational outcomes, relative to their learning capacity.	15.1 PQR (Position Qualification Requirement): Education: Trade Certificate in the field of Construction or/and Carpentry with 1 year's relevant industrial work experience Or Certificate II Construction or/and Carpentry with 1 year's relevant industrial work experience

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• Always complying with the KIT “English Only” Policy. • Always promoting inclusiveness and fairness within KIT, consistent with the KIT Gender Equality Strategy and the KIT Disability Strategy. • Reinforcement of KIT brand attributes and values on a daily basis.	Experience: Relevant certificates with 5 years work experience Job Training: • Demonstrated capacity and willingness to participate in ongoing “on” and “off” the job professional development and training
	15.2 Key Attributes (Personal Qualities): 1. Knowledge and Experience • An understanding of the principles of all OHS, and a commitment to the development of a sensitive working and learning environment. 2. Skills: • English language competency to successfully. 3. Attributes • Flexible and responsive approach needed to maintain a creative, innovative. • Willingness to work beyond normal working hours • Inclusive and non-discriminatory attitudes to all colleagues and students.

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