

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Assistant Construction Site Inspector	3. Salary Level: L13-12	4. Division: Quality Control and Inspection Division
5. Reports To: 5.1 Site or Structural Engineer 5.2 Quality Control Specialist 5.3 Director of Engineering Services 5.4 Secretary of Infrastructure and Sustainable Energy	6. Direct Reports: Site or Structural Engineer.	
7. Primary Objective of the Position: To support inspection and monitoring activities for building construction, and maintenance works in Kiribati, and assist in identifying and communicating onsite issues requiring further action.		
8. Position Overview:		
9. Financial: N/A	10. Legal: a. Kiribati National Conditions of Service 2012, Building Act 2024 and National Building Code of Kiribati 2024	
11. Internal Stakeholders: i. Architects and draughtsman. ii. Construction Engineer iii. Structural Engineer iv. Architect v. Inspectors	12. External Stakeholders: i. Public Servants ii. Private building contractors iii. Private engineering firms iv. Clients	
13. To be referred to Manager: - Any complex, sensitive, or technical request for information. - Any request relating to inspection work beyond the officer’s assigned tasks or authority.	14. Without Referral to Manager - Activities and plans that would affect staff from other ministries need to be approved first by the immediate supervisor or Director of Engineering Services. - 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	

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.

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15. 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
Implementation of timely inspection to building construction and maintenance activities on South Tarawa and Outer Islands	- Assist in carrying out routine inspections of building, and maintenance works on South Tarawa and, when required, the Outer Islands. - Support the monitoring of work progress and quality, and help prepare simple update reports identifying observed issues or delays. - Participate in site meetings to assist with recording and communicating non-compliance matters, and support implementation of directions provided by engineers or senior officers.	- Number of inspections assisted with and completed on time. - Number of inspection reports or updates prepared and submitted. - Number of non-compliance issues identified and reported for follow-up. - Number of site meetings attended in support of inspection activities.
Cost effective use of funds for inspection activities	- Assist in reviewing returns and related records to support monitoring of works against the approved budget. - Perform duties and tasks as delegated by the immediate superior. - Bring to the attention of the immediate superior any necessary tasks or works identified that are not provided for in the approved annual budget.	- Returns and records checked and submitted on time. - Tasks completed as assigned by the immediate superior. - Budget-related issues identified and reported promptly.
Enforcement of the Building Act	Assist in promoting public awareness of the Building Act and support related enforcement activities as directed.	- Number of awareness activities supported. - Number of illegal construction cases observed and reported.

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	Assist in undertaking routine monitoring of illegal construction on South Tarawa and Outer Islands, and provide information to support compliance follow-up in line with Building Act requirements.	Number of compliance matters referred for follow-up action.
16. Key Challenges	17. Selection Criteria	
Key challenges of the post are: - Assisting with site inspections to support compliance of construction works with approved drawings, the Building Act 2006, and the National Building Code of Kiribati. - Being available to travel to Outer Islands to support inspection and related field activities. - Maintaining professionalism and self-control when dealing with challenging situations or disagreements with contractors during inspections.	17.1 PQR (Position Qualification Requirement): Education: Carpentry/Plumbing Trade Certificate Experience: At least 3 years of relevant experience in construction, building maintenance, or site supervision, with basic knowledge of electrical and plumbing works. Job Training: on the job training Prerequisite: (Pre-condition/Essential/Must) Must be familiar with the National Building Code of Kiribati and Kiribati Building Act 2024. Ability to interpret basic construction and service drawings under supervision.	
	17.2 Key Attributes (Personal Qualities): Knowledge - Basic understanding of the role and functions of the Quality Control Unit - Basic understanding of English language - Basic knowledge of good customer service - Basic computer skills, especially Microsoft Office programs - Willingness to attend training and workshops for capacity building Skills: - Good note-taking and record-keeping skills - Basic thinking and problem-solving skills	

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	c. Ability to communicate clearly d. Ability to follow instructions and support assigned tasks e. Willingness to learn new skills 3. Attributes a. Considerate and respectful towards others b. Self-disciplined c. Careful and attentive to detail d. Honest and trustworthy e. Able to work cooperatively with others f. Energetic and motivated g. Physically fit for field duties h. Willing to contribute to the work of the section
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