

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Principal Cost Engineer	3. Salary Level: L 5	4. Division: Costing Planning Division
5. Reports To: Secretary	6. Direct Reports: Director General	
7. Primary Objective of the Position: Directly responsible for coordinating tasks assigned to Cost Engineer, and Estimators from time to time. The SCE does also responsible for the overall supervision of the entire Costing Unit, set up deadlines for any assigned tasks in order to meet its preset milestones and workplan.		

8. DECISION MAKING AUTHORITY <i>(only to be completed by decision making positions)</i>		
Decision Making Authority	Key Contacts/Position	Frequency and Purpose
8.1 Without Referral to Manager:	Staff members	When required
8.2 After consultation with Managers or others:	Director General MISE and Secretary	When required
8.3 Referred to Managers :	Director General MISE and Secretary	When required
9. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
▪ <i>KDP/KPA: 6.1 Infrastructure</i> ▪ <i>MOP Outcome: 5.5.10, Cost and Planning</i> ▪ <i>Divisional/Departmental/Unit Plan:</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
a)Monitoring and coordinating Costing activities within the costing unit.	• Assigned tasks to Costing Unit on matters related to their nature of duties. • Sets up deadlines for any assigned tasks given to costing units. • Carries out the final cross checking of submissions from costing unit • Deals with incoming correspondences/request from clients.	Completion of costing works on time. Improvement in delivering quality output in all costing unit works.

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B) Proper Control and coordination of all costing unit expenditures	• Coordinate and approved official release of team members for costing section on any sites visit required. • Prepare annual budget estimates for costing unit when required. • Prepare annual leave roster for costing unit to assist the PS in the preparation of project documents when required. • Provide assistance and advice in the contract administration of any ongoing project when required. • Assist in building inspections at various stages of construction for any particular construction developments requiring certification. • Prepares training programmers for costing unit personnel when required. • Monitors costing unit budget expenditures from time to time approves the release any costing unit assets if required. • Provide assistance and advise on any tender documents for any tendered works to private contractors	B1). Proper control and coordination of expenditure on all costing unit work is achieved. B2) Construction project are completed on time and stay within the budget. B3) Resolving of dispute between contractor and employer.
Professional Manager		
Accountable and Energetic		

10. Key Challenges	11. Selection Criteria
a) Professional and Analytical	11.1 PQR (Position Qualification Requirement): Academic Education • Bachelor or Quantity Surveying or Bachelor of Construction Management majoring in Economics with 3 years' experience of

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b) Accountable and energetic c) Keen team worker d) Confident and- self assured	the above-related duties and fields. 11.2. Experience: 3 years' experience of the above related duties and fields. 11.2 Key Attributes (Personal Qualities): • High self-motivated and conscientious person who does not require regular supervision • Creative • Organized • Hardworking • Productive • Reliable • A good team worker.
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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.

Prepared by:Cost Engineer..... Approved by DES:	Date of Issue:26.6.17..... Date of Issue:
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