

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Employment and Human Resources		
2. Position Title: Electrician	3. Salary Level: 11 -10	4. Division: Marine Training Center
5. Reports To: Chief Engineer	6. Direct Reports: Chief Engineer	
7. Primary Objective of the Position: Teaching IDF Trainees Electrical Maintaining and sustaining the electrical and electronic systems of MTC		

8. Position Overview: Overall care and Maintenance of the all-Electrical issue within the MTC Premises. To cater all IDF and all Upgrading Short Courses in Electrical knowledge.	
<p>9. Financial:</p> <p>I. None</p>	<p>10 Legal:</p> <ul style="list-style-type: none"> i. Kiribati National Conditions of Service 2012 ii. Employment and Industrial Relations Code 2015 iii. Kiribati National Condition of Service 2020 iv. Procurement act 2019. v. Kiribati Maritime Act 2017 vi. IMS Policy MTC vii. ISM viii. ISPS ix. MTC Assessment Policy & Procedures x. MTC OHS & EQ Policy xi. MTC Department operation Manual xii. Company Business Ethic xiii. Kiribati Shipping Act xiv. Merchant Shipping Act 2006 xv. Financial Regulation 2012 xvi. Kiribati Maritime Bill 2016 xvii. Environmental Act as amended xviii. MLC 2006 xix. STCW78 as amended xx. STWC-F xxi. Gender and Sexual Harassment Policy, Violent & Bullying

This is 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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<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Captain Superintendent • Deputy Captain Superintendent • Quality Management Commissioner • Head of Department • Trainees <p>To be referred to Engine HOD;</p> <ul style="list-style-type: none"> • Intake • Purchasing of electrician orders. • Damage • Injuries • Incidents • Maintenance 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • MEHR <p>To be referred to Captain Superintendent:</p> <ul style="list-style-type: none"> • Damage • Maintenance • Injuries
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA: 1 Human Resources Development and
KPA: 2 Economic Growth and Poverty Reductions*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Electrical training modules and syllabus	<ul style="list-style-type: none"> • Assist to Chief Engineer in establishing, revising and maintaining Engine training modules and syllabus 	All Electrical devices are all in good order. Installation is tailored as per OHS and approved Maritime standard
MTC Electrical Maintenance	Repair and service all electrical and electronic equipment Install new electrical equipment and systems	Tasks to be executed to standards

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		<p>Short courses participant and MTC trainees should be able to demonstrate good understanding of basic electricity.</p> <p>All candidates are well aware of Electrical safety</p>
IDF and Short Course Lesson Delivery	<p>Teaching basic electricity to the standard of the international convention on standards of training certification and watch-keeping 2010 as amended (STCW) enabling the trainees on graduation to be part of an engine room watch in accordance with regulation III/4 of that convention.</p> <p>Teach applied electricity to upgraders to Able Seafarer Engine</p> <p>Teach IDF Trainees electrical Technology</p>	<p>Trainees and short Course standard are able to demonstrate well-sufficient knowledge and skills in electricity</p> <p>Observe General daily Attendance and attendance</p>
Duty Officer	<p>Carry out periodic check around the compound, and inspecting of watchmen at their stations after working hours and night.</p> <p>Reporting any unusual defect to fences and damage of MTC properties. Maintaining ISPS throughout the duty.</p>	<p>Cost effective. Trainees discipline improved. MTC asset and</p>
Other tasks delegated by Chief Engineer	<p>Teach applied electricity to upgraders to Able Seafarer Engine</p> <p>Teach IDF Trainees electrical Technology</p> <p>Teach Marine Engineer Class 5 students electrical Technology</p> <p>Duty officer at MTC as per duty roster</p>	<p>Monitoring the ability and capacity for Maintaining ISPS levels during the duty relatively to the duty roster, onboard training, at all times staying in MTC according to the standard of STCW 2010 as amended and MTC standing orders.</p>

14. Key Challenges	15. Selection Criteria
	15.1 PQR (Position Qualification Requirement):

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<ul style="list-style-type: none">• Risk of fatal electrical shock.• Risk of electrical burns.• Fire.• Working in confined spaces.• Lead, solvents, solder, and other materials.• Welding hazards, including UV radiation.• Working in extreme conditions.	<ul style="list-style-type: none">• Certificate / Post trade qualifications in the technical area of the post with relevant post trade skills. <p>Education:</p> <ul style="list-style-type: none">• <i>KIT</i>• <i>APTC</i> <p>Experience:</p> <ul style="list-style-type: none">• <i>At least 2 years carrying out Electrician tasks and responsibilities on board foreign going ships and housing companies</i>• <i>Electrical Trouble shooting</i> <p>Job Training:</p> <ul style="list-style-type: none">• <i>Electrical analysis</i>• <i>Leadership</i>• <i>Time management</i>• <i>Communication</i>• <i>TOT</i>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">• Listening, reading and speaking English• Microsoft software• Problem solving• Time Management <p>2. Skills:</p> <ul style="list-style-type: none">• Problem-solving. Problem-solving is one of the most important skills for electrical technicians.• Teamwork.• Electrical technicians rarely work alone.• Physical skills.• Communication.• Analytical thinking

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	<ul style="list-style-type: none">• Mathematics.• Time management.• Mechanical aptitude.• Team player <p>3. Attributes</p> <ul style="list-style-type: none">• Integrity• Organize• Stress tolerance/Patient• Social• Leadership• Honest• Committed
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