

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MLPID		
2. Position Title: Mechanical Tradesman	3. Salary Level: 17/16-15/14-13	4. Division: Heavy Machinery and Mechanic Division
5. Reports To: Mechanic Leading hand	6. Direct Reports: nil	
7. Primary Objective of the Position: Assist mechanic leading hand repairing and maintain light trucks and heavy machineries		

8. Position Overview	
9. Financial: nil	10. Legal: PVU Act, OSH Act
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Supervisor • Colleague <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Status report on heavy machineries and light trucks. 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Public Servants <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Mechanic Engineer for advice
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: 	

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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▪ Divisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
To maintaining of heavy machinery and light trucks	<ul style="list-style-type: none"> Repair and fixing of heavy machineries when down 	Recurrent activities manage on a timely
Field activities and well maintain and organize	<ul style="list-style-type: none"> Repairing and maintain heavy machineries require at outer islands (fanning and Washington island) 	If required
Supervision activities to be done on target	<ul style="list-style-type: none"> Accompany implementation team to outer island carrying out maintenance and servicing of heavy machineries 	Implementation of HMMD

14. Key Challenges	15. Selection Criteria
Work outside working hours when required.	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education: Form 5 school certificate</p> <p>Experience: nil</p> <p>Prerequisite: (Pre-condition/Essential/Must)</p>

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15.2 Key Attributes (Personal Qualities):

1. Knowledge

- English language
- Be able to fix and repair machines within very short period time
- Quickly identifying mechanic failure when need

• **Skills:**

- Working in Oily/stuffy environment
- Active
- Creativity in repairing and fixing machines under circumstance

• **Attributes:**

- Concern for others
- Understand key of moral ethics
- Integrity
- Team work

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