

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Line and Phoenix Islands Development		
2. Position Title: Storeman Grade II	3. Salary Level: L17-16	4. Division: Construction & Joinery Division
5. Reports To: Construction Leading Hand	6. Direct Reports:	
7. Primary Objective of the Position: Responsible in recording, issuing and ordering of building materials and tools to individual carpenters. To work with the Account Section on updating of order according to the normal procedures from the Account.		

8. Position Overview	
9. Financial: NIL	10 Legal: NCS, OHS, Building Code
11. Internal Stakeholders: <ul style="list-style-type: none"> • Secretary, MLPID • HODs • MLPID Staff To be referred to Manager:	12. External Stakeholders: <ul style="list-style-type: none"> • Other Ministries • Customer's • SOE's • NGO's To be referred to Manager <ul style="list-style-type: none"> •

13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		

Key Result Area/Major	Major Activities/Duties	Performance Measures/Outcomes
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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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Responsibilities		
<ul style="list-style-type: none"> • Normal 	•	•

10. Key Challenges	11. Selection Criteria
<p>The main duties of the post could be vary from time to time such as</p> <ul style="list-style-type: none"> • Carry out the actual construction works to Government Buildings and for new projects • Assisting Housing Division for maintaining Government houses and transporting of their building materials from their suppliers to their storage areas 	<p>11.1 PQR (Position Qualification Requirement): Education: Form 3</p> <p>Experience: nil</p> <p>Job Training: On the job training</p> <p>Prerequisite:</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> - Fluent in both English and Kiribati Language - Outstanding communication and writing skills • Skills: <ul style="list-style-type: none"> - Broad understanding of Kiribati culture - Analytical and problem solving • Attributes <ul style="list-style-type: none"> - Very energetic

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- Teamwork
- Physically fit
- Conscientious
- Matured

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