GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

<u>2</u> .	Position Title: Masonry Tradesman		3.Salary Level:L17/16-15/14-13	3. Division: Building & Furnishing Unit
4.	1. Reports To: Foreman/Leading hand 5. Direct Report: Senior Building Engineer/Building Engineer/Building Assessor			
6. Primary Objective of the Position: To carry out the work under supervisor direction related with the maintenance work and new project for Government Buildings for Masonry work and other related construction works according to design approved and maintenance activities which are the responsibilities of or Building & Furnishing Division works on behalf of other Clients.				

7. DECISION MAKING AUTH	DECISION MAKING AUTHORITY(only to be completed by decision making positions)			
Decision Making Authority	Key Contacts/Position	Frequency and Purpose		
7.1 Without Referral to	Foreman / Leading hand	Monthly, quarterly or as required		
Manager:				
1. Overall decision.				
The incumbent will fully				
support the work carried out to				
ensure the work are completes				
to the program and budget				
approved. In case of emergency				
the Incumbent will support				
initiative arrangement of				
resource to address the				
problem at all times provided				
by the Supervisor informed of				
action taken.				
2.After Consultation with	Senior Staff	Weekly		
managers or others:				
Supervising and to carry out				

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.

GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

activities in line with work plan and MOP		
3. The incumbent should report to the Supervisor daily for reasons of not attending and leaving his work station for medical reasons and other documents related with his absent	Senior Staff	As necessary.

8. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA: eg. 1. Infrastructure
- MOP Outcome: Implementation & Maintenance
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Assist on Implementation of the annual construction and Maintenance works on government buildings in a timely and efficient manner	Carry out the work with the best of his skill under direction from his supervisor to avoid the delay of work and to work according to the schedule provided and instruction provided by Supervisor	The incumbent of the position is required to be on time. Report to his senior staff or supervisor for advice related with the work carried out.
Use of sound construction practices and application of quality control which will lead to sustainable works.	Work according to the building codes from advice provided by Supervisor.	Maintenance work and Project work should be carried out to the Standard/Quality requirement
Smooth maintenance or construction operation	Ability of carrying out the work with quality outstanding finishing	Workmates work in collaborates to KPI

GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

9. Key Challenges	10. Selection Criteria
Cooperation and Fairness of staff and handling/Resolving issues or complaints arise.	10.1 PQR (Position Qualification Requirement): a) Academic Education i) Form 5 Certificate and other related qualification related to this job with a minimum of 3 years experience.
Fit to work and able to read Construction terms	10.2 Key Attributes (Personal Qualities):
	The incumbent should be physically fit, a lateral thinker and be able to secure the maximum contribution from employees of the section.

Prepared by :	Date of Issue:
Approved by:	Date of Issues: