

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MEHR	
2. Position Title: Occupational Safety and Health Inspector	3. Salary Level: L10/9-7
4. Division: Labour Division	
5. Reports To: Occupational Safety and Health Policy Officer	6. Direct Reports: Director and Secretary
7. Primary Objective of the Position: May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. Review, evaluate, and analyze work environments and design programs and procedures to control and eliminate injury for a healthy and safe workplace. Investigate in consultation with specialist for testing unidentified chemical/biological samples causes.	
8. Position Overview	
9. Financial: N/A	10. Legal: Labour Act; OSH and EIRC 2015, NCS, Insurance Act, Workmen Compensation Act.
11. Internal Stakeholders: i. Colleagues ii. Supervisors iii. SROs To be referred to Manager: i. Request for Confidential Information ii. Implementation and Implication outcome of inspection iii. Changes in Divisional work-plan	12. External Stakeholders: i. Health Care Professionals ii. ILO iii. MISE (Maintenance and Joinery Division) iv. Communities v. Kiribati Insurance Corporation vi. Employers vii. Government's Ministries and relevant Institutes To be referred to Manager: i. Changes in due dates for planned OSH Inspection ii. Dealing with Complicated Complains iii. Agency Heads
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 	

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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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Gathering, Documenting/Recording Information</p> <p>Collection of Samples</p>	<ul style="list-style-type: none"> - Observing, receiving, and otherwise obtaining information from all relevant sources. - Investigate accidents to identify causes or to determine how such accidents might be prevented in the future - Collect samples of hazardous materials or arrange for sample collection - Entering, transcribing, recording, storing, or maintaining information in written or electronic form 	<p>Information are gathered and entered accurately in a timely manner</p>
<p>Communicating with Supervisors, Professionals, Peers, or Subordinates</p>	<ul style="list-style-type: none"> - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person 	<p>All queries responded to or refereed within 72 hours of receipt</p>
<p>Provide Consultation and Advice to Others</p> <p>Consult Specialists on highly technical matters</p> <p>Implementing Compliance</p>	<ul style="list-style-type: none"> - Collaborate with healthcare professionals and other related authorities/expertise to plan or provide treatment/advice. - Investigate or research in consultation with specialist(s) for testing unidentified chemical/biological samples causes. - Providing guidance and expert advice to management or other groups on technical systems, or process-related topics. - Recommends to employers/workplace on action to take or advice on penalties proceedings. 	<p>Advices should be acted with immediate effect</p> <p>Clients should be satisfied from advice</p>
<p>Evaluating Information to Determine Compliance with Standards</p>	<ul style="list-style-type: none"> - Investigate health-related complaints and inspect facilities to ensure that they comply with public health legislation and regulations - Using relevant information and individual judgment to determine whether events or 	<p>Results of investigations should be reported to immediate supervisors promptly.</p> <p>Reduce number of employees grievances Provide Honest feedback on findings</p>

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	processes comply with laws, regulations, or standards	
Inspecting Equipment, Structures, or Material	<ul style="list-style-type: none"> - Inspect specified areas to ensure the constant presence of fire prevention equipment, safety equipment, or first-aid supplies. - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects. 	<p>Schedule for inspection should be implemented and well-adhered</p> <p>Reduce number of accidents</p>
Training and Teaching Others	<ul style="list-style-type: none"> - Conduct safety training or education programs and demonstrate the use of safety equipment to different organizations/institutions. - Identifying educational needs of others and developing strategic plans for training/workshop or awareness to the public and communities. 	Training/Workshop to All Ministries and organizations should be done quarterly
Workmen's Compensation	<ul style="list-style-type: none"> - To monitor compensation cases and to work closely with the OSH Policy officer for updating records of compensation cases 	<p>Compensation cases monitored and status known routinely,</p> <p>Action taken on outstanding cases,</p> <p>Action taken on variations from expected outcomes.</p>

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> i. May work extra hours whenever required ii. Dealing with Complicated complaints from employers iii. Working within tight schedules iv. Determining unknown substances that may need advice from expertise v. Taking part in legal proceedings for non-compliance where necessary 	<p>11.1 PQR (Position Qualification Requirement): Education: Bachelor Degree in any relevant fields</p> <p>Experience: Nil</p> <p>Job Training: on-the-job training, and/or vocational training</p> <hr/> <p>11.2 Key Attributes (Personal Qualities): 1. Knowledge</p>

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	<ul style="list-style-type: none">- Law (OSH Act) and Government Institutions- Public Safety and Security- Building and Maintenance- Education and Training- General knowledge investigation and research- English Language <p>2. Skills:</p> <ul style="list-style-type: none">- Monitoring and Reporting- Complex Problem Solving/Critical Thinking- Speaking (Fluent both in English and Kiribati)- Social Perceptiveness- Operations Analysis <p>3. Attributes</p> <ul style="list-style-type: none">- Integrity- Stress Tolerance/Patient- Leadership- Honest- Committed
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