

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Employment and Human Resource		
2. Position Title: Security Guard	3. Salary Level: L19-17	4. Division: Kiribati Institute of Technology (KIT) Location: KIT Betio Campus
5. Reports To: Deputy Director with day to day reporting to the Office Manager	6. Direct Reports: Nil	
Primary Objective of the Position: To make sure that KIT campus is a safe teaching and learning environment by well guarding the campus and ensuring facilities are safe.		

7. Position Overview	
9. Financial: Nil	10. Legal: Kiribati National Conditions of Service 2012
11. Internal Stakeholders: <ul style="list-style-type: none"> • Full and part time KIT students • Employees and Senior Managers at KIT • Employees and Senior Managers within other Ministry Divisions • SfEP Advisers To be referred to Manager: <ul style="list-style-type: none"> • Training and assessment learning environment issues 	12. External Stakeholders: <ul style="list-style-type: none"> • Public sector employers • Community and industry representatives • Other GoK ministries • KIT Alumni • Student work experience issues • Private and public sector employers To be referred to Manager

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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<ul style="list-style-type: none"> • Quality requirements • Facility issues 	<ul style="list-style-type: none"> • Industry needs • Student work experience issues • Course advisory needs
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:** KPI 1 Human Resource Development; KPI 2 Economic Growth and Poverty Reduction
- **MLHRD MOP Outcome:**
Goal 1. Develop an integrated and accountable TVET system to improve workforce skills
Goal 5. Training for economic and sustainable development
- **Ministry of Health and Medical Services Strategic Plan (2011-15)**
- **Divisional/Departmental/Unit Plan:**
Goal 1: Further develop KIT into a high quality institution offering a range of TVET courses to international standards.
Goal 2: Increase national and international employment and further study opportunities for KIT graduates
Goal 3: Ensure equitable access for I-Kiribati to KIT courses

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Gates are locked and opened	To make sure the gates are open and locked at appropriate times	On time opening and locking of gate
Campus is safe	To guard the campus from breaking in	No break in

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Visitor are identified	To monitor moving in and out of people	Visitors entry card is carried
No drunken people on campus	To stop people who are under the influence of alcohol from going in the campus	Drunken people are stopped
Doors are locked	To check offices are locked after work	Equipment is secured
Log is kept	To keep a log of a day	Log book is updated
Facilities are secured	To keep the campus facilities from damage	Facilities are secured
Fence is maintained	To check and report the broken fence	Fence is repaired
Other duties are done	To carry out other duties as specified by the Office Manager or Deputy Principal	Other duties are accepted

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Be responsive in reporting and communicating well with key staff • Always complying with the KIT “English Only” Policy. • Always promoting inclusiveness and fairness within KIT, consistent with the KIT Gender Equality Strategy and the KIT Disability Strategy. • Reinforcement of KIT brand attributes and values on a daily basis. 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education: Form 3</p> <p>Experience: Relevant work experience</p> <p>Job Training:</p>

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- Demonstrated capacity and willingness to participate in ongoing “on” and “off” the job professional development and training

15.2 Key Attributes (Personal Qualities):

1. Knowledge and Experience

- An understanding of the principles of all OHS.

2. Skills:

- Able to communicate in English and write in English.

3. Attributes

- Willingness to work beyond normal working hours
- Inclusive and non-discriminatory attitudes to all colleagues and students.

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