


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy			
2. Position Title: Engineering Surveyor	3. Salary Level: 9 - 7	4. Division: Civil Engineering Unit	
5. Reports To: Senior Civil Engineer	6. Direct Reports: Civil Engineer		
7. Primary Objective of the Position: Carry out surveying such as, onsite inspection and monitoring, topographic survey, Alignment, leveling, profiling, positioning of new projects and existing civil infrastructures for upgrading and rehabilitation including recording and updating asset register for Civil Engineering Unit			

8. Position Overview	
9. Financial: NIL	9. Legal: Kiribati National Conditions of Service 2012 Civil Aviation Regulation
11. Internal Stakeholders: <ul style="list-style-type: none"> • Supervisor • Colleague <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Externally request for technical assistance. • Project Planning • Complex engineering solution 	12. External Stakeholders: <ul style="list-style-type: none"> • Public Servants • Other Ministries <p>To be referred to Manager</p> <p>Senior Civil Engineer for advice on appropriate civil engineering solution</p>

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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Office Activities	<ol style="list-style-type: none"> 1. Develop Mapping and Aerial Photos of civil infrastructures 2. Develop Asset Management System of all existing civil infrastructural assets with reliable information 3. Develop profiles for all civil projects to ease engineers work 4. Transform data to a more detail information using variety of survey and engineering software 5. Onsite inspection and monitoring report 	Recurrent activities manage to achieve on time need.
Field Activities	<ol style="list-style-type: none"> 6. Data collection of coastal and transport on South Tarawa and the outer islands 7. Work closed with concern Ministries for establishing on land reference point 8. Beach profiling to monitor coastal changes and share data with relevant agencies 9. Data collection aerial, mapping of new and existing infrastructure development 10. Issue onsite instruction to working contractors 	On a weekly basis activities
Supervision	<ol style="list-style-type: none"> 11. Supervise and monitor the use of survey equipment, data processing and analysis. 12. Overseas construction work 13. Ensure safekeeping of survey equipment, and good conditional of infrastructures 	Maintenance and new construction to be completed on the specified time frame

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10. Key Challenges	11. Selection Criteria
<ol style="list-style-type: none"> 1) To develop methodologies and techniques to be helpful in the execution of topographic surveying, alignment surveying, positioning and location survey, and profiling surveying 2) To develop database for civil asset register and management 3) To smart enough to tell and predict potential problems may be expected with all survey equipment and data 4) Be able to liaise and deal with staff showing appreciation of their performance and to encourage them to work to their highest capacity possible. 	<p>11.1 PQR (Position Qualification Requirement): Education: Bachelor of Science/Bachelor of Civil Engineering Experience: 1 year's experiences in engineering work on infrastructures sustainability on civil work.</p> <p>Job Training: To be trained on surveying equipment and survey procedure</p> <p>Prerequisite: NIL</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Coherent with appropriate standards • English Language • Customer Services • Engineering and survey software • Education and Training <p>Skills</p> <ul style="list-style-type: none"> • Active listening • Critical thinking • Instructing format • Medium engineering solving problem • Adequate in engineering judgment • Survey, GIS, Architectural, Engineering software, and reporting <p>Attributes</p> <ul style="list-style-type: none"> • Concern for others • Understand key of moral ethics • Self Control • Integrity • Team work

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