

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy (MISE)		
2. Position Title: Assistant Draughtsman	3. Salary Level: 17-14/13-12/11-10	4. Division: Architectural Design Division (ADD), formerly Technical Design Section (TDS).
5. Reports To: Senior Draughtsman/Architect.	6. Direct Reports: Senior Architect/ Officer in Charge.	
7. Primary Objective of the Position: To assist in the design workload within the Architectural Division from time to time.		

8. Position Overview	
9. Financial: NIL	10 Legal: Kiribati National Conditions of Service 2012, Building Act 2006 and National Building Code of Kiribati, Standard Method of Measurement of Building Works
11. Internal Stakeholders: Architect Senior Architect Director of Engineering Technical Team Admin Team To be referred to Manager: <ul style="list-style-type: none"> • Problems and updates 	12. External Stakeholders: <ul style="list-style-type: none"> • Government Ministries • SOE's • Any other clients as per Sec's approval To be referred to Manager: <ul style="list-style-type: none"> • Problems and updates
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: 	

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
Enhance ADS to accomplishing milestones and preset deadlines for design documentation	<ul style="list-style-type: none"> ● To assist in any task assigned from Architect or DES ● Preparation of building design/ drawings for all development project viz infrastructures ● Field visits and surveying of sites to be developed ● Update of building plans to incorporated changes from time to time 	<p>Ease the design workload within the ADD.</p> <p>Reduced piling of uncompleted designs</p>
Better equipped ADS with the proper expertise and profession required in	<ul style="list-style-type: none"> ● Computation and recording of drawings using approved Cad software. 	<p>Improved the productivity of design output within the ADD.</p> <p>Further improved the quality of design documentation within the ADD</p>

10. Key Challenges	11. Selection Criteria
<ol style="list-style-type: none"> 1. To be prepared to undertake duties on outer islands regarding designs documentations and when required 2. To be able to deal with different clients analyzing their statement of needs and the like, incorporation in the design concept. 	<p>11.1 PQR (Position Qualification Requirement): Short courses on Computer Aided Designs (CAD) OR KIT certificates in construction/carpentry courses (basic understanding on building and construction) with 1 years of drafting Experience OR Diploma in Architectural Draughting / Building Science</p> <p>Job Training: NIL</p> <p>Prerequisite: Form 5 Secondary Certificate or equivalent</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge

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	<ul style="list-style-type: none">• Understand English Language• Computer literate especially on CAD software• Good knowledge of construction <p>2. Skills:</p> <ul style="list-style-type: none">• Understand to read working drawings• Good knowledge in construction drawings <p>3. Attributes Team work</p>
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