

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry: Ministry of Infrastructure and Sustainable Energy</b>		
<b>2. Position Title:</b> Petroleum Engineer	<b>3. Salary Level:</b> 11-10/9-7	<b>4. Division:</b> Energy Planning Division
<b>5. Reports To:</b> Senior Energy Planner	<b>6. Direct Reports:</b> Rural Energy Planner	
<b>7. Primary Objective of the Position:</b> <ul style="list-style-type: none"> <li>- To supervise the implementation of energy projects/activities</li> <li>- To ensure compliance by RE and Generation projects</li> </ul>		

<b>8. Position Overview</b>	
<b>9. Financial:</b> <ul style="list-style-type: none"> <li>- Assist Rural Energy Planner with the project budget reconciliation and reporting.</li> </ul>	<b>10 Legal:</b> <ul style="list-style-type: none"> <li>- To be familiar and works in accordance with the National Condition of Service (NCS), energy related policies and regulations.</li> <li>- To be responsible for legal matters concerning the petroleum sector developments</li> </ul>
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>- Report directly to the Rural Energy Planner and/or Senior Energy Planner.</li> <li>- Work closely with               <ul style="list-style-type: none"> <li>• EPD Staffs on any implemented energy project.</li> <li>• MISE Staffs on any energy related issues and</li> <li>• KOIL, KSEC and PUB on the energy projects and electricity related matters.</li> </ul> </li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>- Payment of goods and services from recurrent and/or development fund</li> <li>- Training matters needed.</li> </ul>	<b>12. External Stakeholders:</b> <p>Work closely with key stakeholders (concern Ministries and NGOs) on energy developments and related issues.</p> <ul style="list-style-type: none"> <li>- KGES</li> <li>- MIA</li> <li>- MELAD</li> <li>- MFED</li> <li>- Private sector</li> <li>- others</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>- Documents prior to sharing with stakeholders.</li> <li>- Any activity that may require financial supports from the recurrent and development budget.</li> <li>- Participation approval</li> <li>- Fiscal contribution</li> </ul>

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	<ul style="list-style-type: none"> <li>- Meeting outcomes</li> <li>- Overseas / local travel</li> </ul>	
<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Renewable energy developments	<ul style="list-style-type: none"> <li>- Procurement of materials for Renewable Energy projects</li> <li>- Shipment of materials to installation site</li> <li>- Supervise, coordinate, and monitor installation of renewable energy projects.</li> </ul>	<ul style="list-style-type: none"> <li>- Successful installation of RE projects</li> <li>- Increased access of renewable energy</li> </ul>
RE Regulation	<ul style="list-style-type: none"> <li>- Oversee inspection of existing and new RE installations to ensure compliance.</li> <li>- Oversee inspection of RE development (new and existing) applicants to facilitate permitting and licensing.</li> <li>- Facilitate licensing and permitting of RE project and Generation projects deployment.</li> <li>- Supervise and monitor RE installations undertaken to ensure compliance</li> <li>- Facilitate public awareness on RE requirements and other related regulations in consultation with MISE Public Relations Officer and relevant stakeholders (i.e., BPA).</li> <li>- Assist Rural Energy Planner on RE regulation developments.</li> </ul>	<ul style="list-style-type: none"> <li>- Number of permitted RE developments approved.</li> <li>- Awareness program performed for the public</li> </ul>
Overseas training, meetings and conference	<ul style="list-style-type: none"> <li>- Attend official trainings, meetings and conference relating to RE programs and others as assigned by the Rural Energy Planner or Senior Energy Planner.</li> </ul>	<ul style="list-style-type: none"> <li>- Descriptive and effective training, meetings and conference report to inform the Senior Energy Planner and Energy Planning Division team</li> </ul>

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		on the current development of renewable energy projects, and other energy related matters.
Other matters	- Other Energy related tasks assigned by the Rural Energy Planner or Senior Energy Planner	- Energy Planning Division team to satisfy its quarterly workplan and function within the Ministry of Infrastructure and Sustainable Energy.

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<p>Be able:</p> <ol style="list-style-type: none"> <li>1. To work within project given time frame or schedule.</li> <li>2. To deal with aggressive customers</li> </ol>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> The post holder must possess at least with</p> <ol style="list-style-type: none"> <li>1. Bachelor's Degree including Energy, Electrical and Mechanical Engineering or other energy engineering-related fields.</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>2. Diploma in Electrical or Electronics from recognized institutions with specific 3 years of work experience acquired from EPU.</li> </ol> <p><b>Job Training:</b></p> <p><b>Prerequisite:</b></p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <p>The post holder must have acquired advanced skills in the following fields</p> <ol style="list-style-type: none"> <li>1. Energy management includes energy efficiency, tariff and energy load demand analysis, and energy system design.</li> <li>2. Project Management skills includes project logistics, budget analysis/reconciliation and resources planning</li> <li>3. Accomplish intensive on the job training in RE systems installations, operations and maintenance.</li> </ol> <p><b>2. Skills:</b></p>

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	<ol style="list-style-type: none"><li>1. Auto CAD design, Sketch Up program, Homer, MS Office and Excel Office programme</li><li>2. Customer Service and</li><li>3. Management Skills</li></ol> <p><b>3. Attributes</b></p> <ol style="list-style-type: none"><li>1. Physically fit, Conscientious and Co-operative</li><li>2. Writing and speaking in English must be very good</li></ol>
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