

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education				
2. Position Title: Tradesman		3. Salary Level: 18-17/16-15		4. Division: KGV/EBS
5. Reports To: Principal		6. Direct Reports: Deputy Principal		
7. Primary Objective of the Position: Providing maintenance and construction of buildings and equipment, for school properties so that the school building and school facilities are well maintained.				
8. Position Overview				
9. Financial: Nil			10 Legal: i. Education Act 2013, ii. Kiribati National Condition of Service, iii. Customer Service Standard, iv. National Legislation Acts, v. Procurement Acts, vi. Education Code of Ethics vii. School rules and procedures. viii. OHS	
11. Internal Stakeholders: ❖ School Administration ❖ Senior Masters/Mistresses ❖ Staff ❖ Students To be referred to:			12. External Stakeholders: ❖ Public Utility Board ❖ Ministry of Infrastructure and Sustainable Energy (MISE) ❖ Facility Management Unit (FMU, MOE) ❖ Ministry of Heath (MOH) To be referred to:	
Subject	Principal	Deputy Principal	SMs	Staff
Damage	✓	✓		
Injuries	✓	✓		
Maintenance		✓	✓	✓
Subject	PUB	MISE	FMU	Hospital
Damage	√	✓	✓	
Maintenance	√	✓	✓	
Injuries	√			✓

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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Purchase	✓	✓			
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>					
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 					
Key Result Area/Major Responsibilities	Major Activities/Duties			Performance Measures/Outcomes	
<p>Construction works in the school compound:</p> <ul style="list-style-type: none"> ▪ Dormitories ▪ Classrooms ▪ and other school buildings or areas where carpentry and work is required. 	<ul style="list-style-type: none"> ❖ Carpentry duties <ul style="list-style-type: none"> ✓ Fixing roofing and gutters for rainwater ✓ Fixing torn apart ceilings of school buildings ✓ Surveying of old buildings and providing costings where needed. ✓ Maintenance to classrooms and staff permanent quarters ❖ To assist with other maintenance work as required from time to time. 			<ul style="list-style-type: none"> ❖ Maintenance form to be signed by the concerned staff to verify that the work is completed. 	

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Inspection and Survey	<ul style="list-style-type: none"> ❖ To regularly inspect and check all school infrastructures in the area. ❖ To conduct survey on urgent buildings when required, provide a report and liaise with the concerned work-place. 	<p>Inspection schedule in place and to be regularly checked by Deputy Principal</p> <p>Survey report to be submitted to Principal</p>
School Assets remain in good at all times.	<ul style="list-style-type: none"> ❖ To ensure the carpentry tools are stored and kept in a safe place. ❖ To ensure the tools are used according to their maximum life-time. 	<ul style="list-style-type: none"> ❖ Record book (in and out of the tool) ❖ Record of tools by Account.
Professional standard	<ul style="list-style-type: none"> ❖ To comply with the school standards and policies. 	<ul style="list-style-type: none"> ❖ Maintain a high standard of professionalism
Other	<ul style="list-style-type: none"> ❖ To perform other duties as requested by Deputy Principal ❖ To order materials for construction 	<ul style="list-style-type: none"> ❖ Maintenance form ❖ Procurement form with maintenance plan

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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> ❖ The post holder is expected to work more hours when and if required from time to time. He/She must be involved in the school other curricular activities required for the development and betterment of the school. 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> ❖ KIT Certificate in Carpentry OR Form 6 or Form 5 with one-year relevant experience in Carpentry. <p>Experience:</p> <ul style="list-style-type: none"> ❖ 1 year work experience in carpentry <p>Job Training:</p> <ul style="list-style-type: none"> ❖ Good command of English (writing, reading and listening) and English electrical vocabulary and terms. <hr/> <p>15.2 Key Attributes (Personal Qualities and Record):</p> <p>Knowledge:</p> <ul style="list-style-type: none"> ❖ Basic configuration and operation principles of the following carpentry and plumbing equipment. ❖ Must be committed and be initiative in new ideas for improvement <p>Record:</p> <ul style="list-style-type: none"> ❖ Has the approved workshop skills training including practical experiences and trainings. ❖ Should have clean Police Clearance record ❖ Medical certificate showing he/she is mentally and physically fit

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