

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Marine Resources Development, Ministry of Women Youth and Social Affairs, Ministry of Labor and Human Resources Development			
2. Position Title: Cleaner	3. Salary Level: 19-18	4. Division: Government	
5. Reports To: SAS, Deputy Secretary	6. Direct Reports: Supervisor (i.e Office Manager/Assistant Secretary		
7. Primary Objective of the Position: To ensure cleanliness of the office premises at times prescribed and at any time if required			
8. Position Overview			
9. Financial: Nil		10. Legal	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Employees • Supervisor • Head of Division (HODs) To be referred to Manager <ul style="list-style-type: none"> • Working on weekends • Requested areas to clean or do • Urgent matters, like cleaning before certain meetings • Working extra hours • Washing curtains • Purchasing of cleaning gears 		12. External Stakeholders: <ul style="list-style-type: none"> • Other Ministries • External Customers To be referred to Manager <ul style="list-style-type: none"> • Working/ Serving the above stakeholders 	

This is a 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)

- KDP/KPA
- MOP outcome
- Divisional/Department/Unit Plan

Key Result Area/Major Responsibilities	Major Activities/Duties	Performances Measures/Outcome
Neatness and Beautifulness of the Ministry's premises	<ul style="list-style-type: none"> • To clean front area of the office before working hours • To clean whole compound • To maintain god standard of premises both inside and outside • To attend to other needs as required by a supervisor and SRO 	<ul style="list-style-type: none"> • Punctual in attending to need if arise from time to time • No rubbish lying around the area rubbish bin to be in place and empty out at times of full • Well designed and organized daily • To available at times you are needed
Landscaping and creative decoration outdoor and indoor	<ul style="list-style-type: none"> • Decorating office interior with minimal expense • Outdoor decorating to have the office presentable, inviting and welcoming 	<ul style="list-style-type: none"> • Office Interior decoration changes • Office outdoor settings changes

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<p>10. Key Challenges</p> <ul style="list-style-type: none"> To be able to work after working hours and Public Holiday when required 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement) Education Form 3 certificate or class 9 Experience N/A Job Training N/A</p> <p>Prerequisite: N/A</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> Ability to work with waste of any kind Knowledge to design and decorate any place for meetings or any program as required by a Ministry. <p>2. SKILLS</p> <ul style="list-style-type: none"> Well know how to use variety of cleaning gears. Knows safety Creativity <p>3. ATTRIBUTES</p> <ul style="list-style-type: none"> Discipline, in order to consistently deliver top quality performance to clients (employees etc) Humility to be humble in doing the job Presence need to be present as required Trust, to be honest and reliable

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