

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Tourism, Commerce, Industry & Cooperatives		
2. Position Title: <i>Senior Metrology Officer</i>	3. Salary Level: L6-5	4. Division: <i>Metrology Division, BRC MTCIC</i>
5. Reports To: <i>Secretary of MTCIC</i>	6. Direct Reports: <i>Director of Business Regulatory Centre</i>	
7. Primary Objective of the Position: <i>To administer and enforce the metrology laws (Weights and Measures Act 1984 (current act), Metrology Act 2021, and Metrology Regulations) to develop and coordinate all subfields of metrology.</i>		

8. Position Overview	
<p>9. Financial: NA</p>	<p>10. Legal: <i>Weight and Measures Act 1984 being repealed to the Metrology Act 2021 but is still in force.</i></p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Honourable Minister, MTCIC • Secretary, MTCIC • Deputy Secretary, MTCIC • Director, BRC • MTCIC Staff <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Enforcement programs to ensure compliance with administered Weights and Measures Laws • Budget of the Division • Annual work plan of the Division • Monthly and annual progress reports on assigned outputs/activities 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Office of Attorney General (OAG) • Ministry of Justice (MOJ) • Kiribati Fish Limited (KFL) • Kiribati Coconut Development Limited (KCDL) • Kiribati Oil Company Limited (KOIL) • Public Utilities Board (PUB) • Kiribati Chamber of Commerce Industry (KCCI) • Tobaraoi Travel & DHL • Air Kiribati Limited (AKL) • Ministry of Environment, Land & Agriculture Division (MELAD) • Central Pacific Producers Limited (CPPL) • Kiribati Seafood Verification Authority • Public Service Office (PSO) • Kiribati Institute Technology (KIT) • Ministry of Health and Medical Service (MHMS) • Asia Pacific Legal Metrology Forum (APLMF) • Asia Pacific Metrology Programme (APMP)

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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	<ul style="list-style-type: none"> • International Legal Metrology (OIML) <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Consultation meetings held/conducted by OIML, APLMF, APMP, and other related offshore organizations • Submission of law review and other developments in the legislation
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ol style="list-style-type: none"> 1. The division is properly managed in accordance with approved work plans and budget allocations. 2. Effective enforcement of the Weights and Measures Act/Metrology Act. 3. Metrology staff are well trained to have technical competence in the field of metrology. 4. Awareness on metrology and its importance for industrial development, trade and the welfare of all I-Kiribati is regularly conducted. 	<ul style="list-style-type: none"> ○ Prepare the divisional budgets and work plans ○ Initiate enforcement programs for consumers to gain confidence in product quality and traders meet standards and comply with laws ○ Conduct trainings to build the capacity and capability of metrology staff and metrology stakeholders. ○ Conduct mass awareness on weights and measurement standards 	<ul style="list-style-type: none"> ○ Timely submission of divisional budgets and work plans ○ Number of enforcement programs conducted ○ Number of staff and metrology stakeholders trained ○ Number of awareness programs conducted

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<p>5. The National Quality Policy for metrology is well implemented.</p> <p>6. All working standards of the Metrology Division are maintained and calibrated.</p> <p>7. All records and database of the Metrology Division are well maintained.</p> <p>8. Provide guidance to the Director, Ministry and the Government of Kiribati by serving as a National Metrology Expert.</p> <p>9. Represent Kiribati in Regional Cooperation schemes, forums and/or networks as assigned by the Director of the Business Regulatory Centre, MTCIC.</p> <p>10. The division maintains working standards in good condition.</p> <p>11. Assigned tasks by an immediate supervisor are properly executed to expected outputs and manner.</p>	<ul style="list-style-type: none"> ○ Implement metrology activities outlined in the National Quality Policy ○ Facilitate calibration of working standards at the accredited laboratory ○ Develop a system to maintain records and database ○ Provide technical advices to the Director when needed ○ Participate in APLMF&APMP and OIML activities and events ○ Nurture and maintain good relationships with national and international metrology institutes ○ Ensure the safe storage of the artefact and national standard equipment for maintaining accuracy ○ Ensure that all national measurement standards in the custody of the metrology division are traceable to the International System of Units (SI) ○ Work on assigned tasks by the Director and the Secretary 	<ul style="list-style-type: none"> ○ Number of activities undertaken ○ Number of working standards calibrated ○ Number of data posted in the system ○ Advices and reports provided ○ Number of meetings/participation at the international metrology institutes ○ Number of working standards ○ Number of calibration conducted for all working standards ○ Assigned tasks are completed at all times
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> ○ Maintaining the accuracy of working standards that require calibration outside Kiribati or at accredited laboratories ○ Strengthening the national metrology infrastructure of the Republic of Kiribati ○ Lack of working standards for all metrology sectors in Kiribati to do the verification and testing ○ Absence of the accredited laboratory to do the testing and storing of working standards 	<p>11.1 PQR (Position Qualification Requirement): Education: A minimum degree in the area of metrology, physical science, engineering or related field and at least three (3) years' experience working in the field of weights and measures, metrology, quality management environment, and testing laboratory or related field.</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Physical demand</p> <ul style="list-style-type: none"> ○ Need to be physically fit and flexible ○ Ability to do the verification and testing of measuring instruments ○ Ability to work outdoors for long hours <p>2. Knowledge</p> <ul style="list-style-type: none"> ○ Have proficient knowledge in metrology, natural science or engineering (both in English and Kiribati vernacular) <p>3. Soft Skills:</p> <ul style="list-style-type: none"> ○ Strong interpersonal skills with the ability to interact effectively with groups of diverse individuals ○ Demonstrated supervisory management skills ○ Superior organization, time and priority management skills ○ Excellent verbal and written communications skills ○ Excellent analytical and problem solving skills ○ Ability to work with direction as well as take initiative to move activities and projects forward ○ Excellent conflict resolution skills ○ Demonstrated attention to detail in analysis and written reports <p>4. Attributes</p> <ul style="list-style-type: none"> ○ Mathematical abilities, genuine interest in metrology systems, analytical skills, team working skills, problem solving skills, computer literacy and keen to do the inspection and verification of measuring instruments

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