


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	
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"> <li>• Employees</li> <li>• Supervisor</li> <li>• Head of Division ( HODs )</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Other Ministries</li> <li>• External Customers</li> </ul>	
<p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Working on weekends</li> <li>• Requested areas to clean or do</li> <li>• Urgent matters, like cleaning before certain meetings</li> <li>• Working extra hours</li> <li>• Washing curtains</li> <li>• Purchasing of cleaning gears</li> </ul>		<p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Working/ Serving the above stakeholders</li> </ul>

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)

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

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