

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

<b>1. Ministry: Ministry of Infrastructure and Sustainable Energy</b>		
<b>2. Position Title: TimeKeeper</b>	<b>3. Salary Level: 19-18</b>	<b>4. Division: Civil Section</b>
<b>5. Reports To: Senior Civil Engineer</b>	<b>6. Direct Reports: Senior Civil Engineer</b>	
<b>Primary Objective of the Position: To ensure Civil Division employees are paid fairly for the time they spend on the job, keep hours records and also ensuring that employees aren't working too many hours in a single day or week.</b>		

<b>7. Position Overview</b>	
<p>9. Financial: NIL</p>	<p>10 Legal: Kiribati National Conditions of Service 2012 Traffic Act 2006 Civil Aviation Regulations Occupation Health and Safety Coastal Design and Construction Guidelines</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>● Supervisor</li> <li>● Colleague</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>● Certified hours</li> <li>● Develop pay services contract in line with NCS</li> <li>● Develop contract agreement when hire tools, trucks etc on the outer island.</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>● Other Ministries</li> <li>● Public Servants</li> <li>● Rural Servants</li> </ul> <p>To be referred to Manager: Senior Civil Engineer on engineer solution to be undertaken to address coastal structures issues</p>

*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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**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
Office Work	<ol style="list-style-type: none"> <li>1. Maintaining an accurate record of labor hours worked by each employee on each job site.</li> <li>2. Payroll administration, including tracking employee hours and pay rates, calculating overtime pay, and submitting payroll information to state agencies</li> <li>3. Calculating timecards based on work orders, including start and end times, breaks, and lunch hours</li> <li>4. Recruiting, hiring, and training new timekeeping staff members as needed</li> <li>5. Making sure that timekeeping records are stored securely</li> <li>6. Monitoring timecards for accuracy and making any necessary adjustments</li> <li>7. Recording timekeeping data on spreadsheets or other computer software programs</li> </ol>	Recurrent Activities to achieve from time to time basis.
Field Work	<ol style="list-style-type: none"> <li>1. Communicating with supervisors to provide updates on work progress or any issues that arise</li> <li>2. Reporting any timekeeping irregularities to supervisors for further investigation</li> </ol>	Successful completion of civil construction work

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	3. Verify time hours spend onsite during construction work.	

10. Key Challenges	11. Selection Criteria
<ol style="list-style-type: none"> <li>1) Storing data in data system</li> <li>2) Communicate well with employee to obtain accurate time hours.</li> <li>3) Able to understand administration work</li> <li>4) Fully under condition set under NCS</li> </ol>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education: Form 7 certificate</b></p> <p><b>Experience:</b> At least a 3 years working experience on civil infrastructures</p> <p><b>Job Training:</b> To be trained on the job/ working with construction company</p> <p><b>Prerequisite:</b> NIL</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>• English Language</li> <li>• Customer Services</li> <li>• Education and Training</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>• Active listening</li> <li>• Critical thinking</li> </ul>

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	<ul style="list-style-type: none"><li>• Report writing</li><li>• Carpentry work</li><li>• Well Communicate</li><li>• Computer skills</li></ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"><li>• Concern for others</li><li>• Understand key of moral ethics</li><li>• Self Control</li><li>• Integrity</li><li>• Team work</li></ul>
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