

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Line & Phoenix Island Development		
2. Position Title: Civil Engineer	3. Salary Level: L6-5	4. Division: Civil Engineering & Technical
5. Reports To: Secretary/Deputy Secretary	6. Direct Reports: Civil Superintendent	
<p>7. Primary Objective of the Position: Responsible for the overall monitoring and supervision of the government technical work and infrastructure activities to ensure that are implemented in quality and quantitative manner and to meet the approved budget and timeframe.</p>		

8. Position Overview	
<p>9. Financial:</p>	<p>10 Legal: NCS, Building Code, Building Act, OSH</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Administration team • HODs • Board members • Donors <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Recommendation of divisional restructure • Human Resource Development Proposal • Office equipment & materials purchase locally and overseas • Budget proposal • Requiring Technical Assistance (TA) 	<p>12. External Stakeholders:</p> <div style="background-color: #ff0000; color: white; padding: 5px;"> <ul style="list-style-type: none"> • Other Ministries • Customers • NGOs • SOE's </div> <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Community Approval • Signed agreement • Working/servicing the above stakeholders <div style="background-color: #ff0000; height: 20px; margin-top: 10px;"></div>

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 <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
Overall office supervision and management	<ul style="list-style-type: none"> • Designing the annual work program that are under the approved budget to meet LIPID goal • Disseminate the approved activities to the assigned officers; Foreman, Draughtsman and Estimator • Give approval and technical advice on engineering and technical matters which are related to the building code. • Confirm and approve new design of infrastructure project and building including the quality and quantitative construction procedures. • Providing the overall progress report on the infrastructure activities and project • Responsible for the staff report and performance • Processing the annual budget proposal • Training technical staff on the specific technical works 	<ul style="list-style-type: none"> - Achieve LIPID goal on infrastructure activities - No outstanding and late tasks; - Enforcing Building Code - Improved knowledge and workmanship standard - No accidents - No run away before 1615hrs, no repetition of work - Minimum breakdowns

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Work both in office and outdoor conditions • Be able to work with minimal staff and especially under stress • Be able to work under heat, in water and after working hours as required 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> - Diploma in Civil engineering with other relevant fields plus 3 years post -diploma work experience. <p>Experience:</p>

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	<ul style="list-style-type: none">- 3 years of working experience in Civil Engineering, Water, Construction and Technical Department <p>Job Training: NA Prerequisite: NA</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">- Management and leadership- Civil and Construction technology;- Engineering surveying- Building Code <p>2. Skills:</p> <ul style="list-style-type: none">- Competent in utilizing surveying tools and engineering apparatus- Competent in utilizing drawing aid software, such, Auto CAD, Sketch Up, Revit,- Competent in utilizing office software, such as Microsoft word, excel and Microsoft project- People management skill; ability to lead, motivate and supervise staff. <p>3. Attributes</p> <ul style="list-style-type: none">- Ability to work with minimal supervision- Respect to all staff- Smart to carry out what was needed

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	- Reliable and trust or honest
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