

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

<b>1. Ministry: Ministry of Infrastructure and Sustainable Energy</b>		
<b>2. Position Title: Civil Infrastructure Inspector</b>	<b>3. Salary Level: L9-7</b>	<b>4. Division: Civil Engineering Unit</b>
<b>5. Reports To: Senior Civil Engineer</b>	<b>6. Direct Reports: Civil Maintenance Engineer</b>	
<b>7. Primary Objective of the Position: To carry out a daily conditional assessment to existing civil infrastructures and report issues, as well as monitor construction progress when being implemented by either contractors or civil servant to ensure compliance with the approved design drawing.</b>		

<b>8. 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 Overseas Engineering Standard Code</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>• Externally request of technical advices and assistance</li> <li>• Request on funding support on inspection equipment</li> <li>• Complexity of engineering work</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 Maintenance Engineer for guidance on civil project development</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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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Office Activities	<ol style="list-style-type: none"> <li>1. Provide construction monitoring report, and identify the issue need to be addressed</li> <li>2. Transform collective data to a more detail information.</li> <li>3. Up to date record on conditional site assessments to the establish register data</li> <li>4. Issue onsite instruction form to construction contractor or even civil yard implementation team</li> <li>5. Checklist that materials delivered to site are properly stored and report discrepancies.</li> <li>6. Reviewing materials delivered to site for conformance.</li> </ol>	Recurrent activities manage to achieve on timely basis
Field Activities	<ol style="list-style-type: none"> <li>7. Inspection site conditions prior to start of construction activities. Checking for obstruction, and photograph and document the obstructions.</li> <li>8. Observes work in progress to ensure that procedures are followed and materials confirm to specifications.</li> </ol>	Weekly basis activities.

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	<p>9. Ensure proper safety procedures are followed in co-operation with the Health and Safety Engineer</p> <p>10. Perform a weekly conditional assessment to existing infrastructures and report discrepancies.</p> <p>11. Assist with the inspection of completed works.</p>	
Supervision	<p>12. Monitor the used of inspection tools</p> <p>13. Overlook the existing infrastructures to ensure its sustainability</p> <p>14. Overlook contractors constructions</p>	Successful completion of infrastructure construction and safekeeping of exiting infrastructures

10. Key Challenges	11. Selection Criteria
<p>1) Engineering innovative maintenance solution</p> <p>2) Able to liaise with staff to encourage them to work to their best of their capability.</p> <p>3) Be able to come with locally materials solution used on maintenance work.</p> <p>4) Proactive to know when the civil assets are about to fail</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Degree in Civil Engineering</p> <p><b>Experience:</b> 1 year of working experiences on infrastructures development</p> <p><b>Job Training:</b> To be trained on job</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>• Coherent with appropriate standards</li> <li>• English Language</li> </ul>

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	<ul style="list-style-type: none"><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><li>• Report writing</li><li>• Advance in engineering solving problem</li><li>• Well Communicate</li><li>• Advanced using the inspection tools</li><li>• Advance in Microsoft Project, Excel and Work</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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