

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<b>1. Ministry: Ministry of Infrastructure and Sustainable Energy</b>	
<b>2. Position Title: Cleaner</b>	<b>3. Salary Level: 19-18</b>
<b>4. Division: Administration</b>	
<b>5. Reports To: Secretary</b>	<b>6. Direct Reports: Assistant Secretary/Office Manager</b>
<b>7. Primary Objective of the Position: To ensure that MISE offices, yards and compound is clean and beautified</b>	
<b>8. Position Overview</b>	
<b>9. Financial: N/A</b>	<b>10. Legal: Nil</b>
<b>11. Internal Stakeholders:</b> i. Officer Manager ii. MISE HQ Staff and Civil Yard Staff iii. Security	<b>12. External Stakeholders:</b> i. Nil
<b>13. To be referred to Manager:</b> i. update and progress on cleaning and beautification programs	<b>14. Without Referral to Manager</b> i. ii.
<b>15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b> <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>	

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Cleaning of MISE Officer/ Civil Yard Office and Compound	<ul style="list-style-type: none"> <li>- To ensure that the MISE Civil Yard office (desks, floor, toilet, windows) is clean after/before working hours</li> <li>- MISE Civil Yard office lights, fans and air conditioners are turn off after working hours</li> </ul>	<ul style="list-style-type: none"> <li>- Floor, desks, toilet, and windows are cleaned</li> <li>- Lights, fans and air conditions are turned off</li> </ul>
Beautification of MISE Civil yard office compound	<ul style="list-style-type: none"> <li>- To ensure that the beautification program is maintained and sustained</li> </ul>	<ul style="list-style-type: none"> <li>- Number of ornamental pants planted</li> </ul>
Waste Management	<ul style="list-style-type: none"> <li>- Collect and properly dispose of trash, litter, and waste materials from the yard</li> <li>- Ensure all waste is categorized and disposed of in accordance with environmental and safety regulations</li> </ul>	<ul style="list-style-type: none"> <li>- Compound of Civil Yard is need and clean.</li> <li>-</li> <li>- Number of safety violations or accidents</li> </ul>
Cleaning and Maintenance of Yard areas	<ul style="list-style-type: none"> <li>- Ensure all outdoor yard spaces, including pathways, parking lots, storage areas, and equipment yards, are kept clean and free of debris</li> <li>- Sweep, wash and sanitize designated yard areas regularly.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular checks on cleaning equipment and tools for functionality and proper storage.</li> <li>- Tools and equipment are always ready for use, preventing delays in cleaning tasks and reducing the likelihood of work disruptions due to broken or misplaced tools.</li> </ul>
Maintenance of Tools and Equipment	<ul style="list-style-type: none"> <li>- Ensure all cleaning tools (e.g. brooms, mops, pressure washers, etc) are well-maintained and stored correctly</li> </ul>	<ul style="list-style-type: none"> <li>- Report any damaged cleaning tools</li> </ul>

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	<ul style="list-style-type: none"> <li>- Report any damaged or faulty equipment to the relevant authority to repair or replacement.</li> </ul>	<ul style="list-style-type: none"> <li>- Inform the HQ office if there is a need cleaning tools.</li> </ul>
<b>16. Key Challenges</b>	<b>17. Selection Criteria</b>	
<ul style="list-style-type: none"> <li>o To be physically fit to execute cleaning and beautification activities</li> </ul>	<p><b>17.1 PQR (Position Qualification Requirement):</b> <b>Education: Form 3 or Class 9 Certificate</b></p> <p><b>Other requirements:</b></p> <p><b>Experience:</b> 3 years in Cleaning and beautification activities</p> <p><b>Job Training:</b></p> <p><b>Prerequisite:</b></p> <hr/> <p><b>17.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge:</b></p> <ul style="list-style-type: none"> <li>o Basic understanding in English</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>o Gardening skills</li> <li>o Customer service</li> </ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"> <li>o Reliable</li> <li>o Punctual</li> <li>o Responsive</li> <li>o Active</li> <li>o Hardworking and dedicated</li> </ul>	

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