

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Line and Phoenix Islands Development		
2. Position Title: Carpenter Tradesman	3. Salary Level: L17/16-15/14-13	4. Division: Construction & Joinery Division
5. Reports To: Leading Hand	6. Direct Reports: nil	
7. Primary Objective of the Position: Responsible for monitoring and supervising of a construction work onsite on a daily basis including the achievement of projects according to program provided and report on individual jobs to his immediate supervisor (Foreman)		

8. Position Overview	
9. Financial: NIL	10. Legal: NCS, OHS, Building Code
11. Internal Stakeholders: <ul style="list-style-type: none"> • Secretary, MLPID • HODs • MLPID Staff To be referred to Manager: <ul style="list-style-type: none"> • Provide report on current issue discussed in a meeting • Providing physical report to immediate supervisor • Report on activities occurred onsite 	12. External Stakeholders: <ul style="list-style-type: none"> • Other Ministries • Customer's • SOE's • NGO's To be referred to Manager <ul style="list-style-type: none"> • Provide assistance to the above stakeholders • Construction advice and information related with the Ministry projects • Project Proposals relate to Construction side
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	

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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<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
Construction works <ul style="list-style-type: none"> • Housing Maintenance • Office Maintenance • Project construction work 	<ul style="list-style-type: none"> • To ensure that the construction works is in line with drawing and specifications. • To ensure that his tools are maintained properly and in good condition at all times • To maintain safety and good working environment onsite • To carry out maintenance works and works according with relevance standards and work quality at both housing properties and offices • To be taken part and serve on every project that assigns to the Linnix and to complete them on time • To wear all safety gears at all times 	<ul style="list-style-type: none"> • Daily work report • Weekly work report • Monthly work report
Joinery works <ul style="list-style-type: none"> • Operate machinery • Window & Door Framing • Furniture & decorative construction • Ripping & dressing 	<ul style="list-style-type: none"> • To ensure equipment is well assessed prior using • To ensure framing aligned to given measurement and correct according to drawings/design and specifications • Not to over use machineries to its allocated capacity and to be alerted with its unexpected sounds • To wear all PPEs at all times inside the workshop. 	<ul style="list-style-type: none"> • Machinery inspection check list. <ul style="list-style-type: none"> a. Daily b. Weekly c. Monthly

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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Carry out the actual construction works to Government buildings and for new projects • The post holder may require giving advices to subordinates at any time on more economical construction skills/ techniques. • And more importantly in assisting MLPID Administration attending their needs from time to time • The type of work that the post holder deals with daily basis is concrete works, block-works, tiling and painting and decorating where proper safety gears is required • The post holder is asked to be ready at all times for such duties mentioned above 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> • Form 5 <p>Experience: Should at least 1 years working experience in Construction</p> <p>Job Training: On the job training</p> <p>Prerequisite:</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> - Fluent in both English and Kiribati Language - Outstanding communication and writing skills • Skills: <ul style="list-style-type: none"> - Broad understanding of Kiribati culture - Analytical and problem solving • Attributes <ul style="list-style-type: none"> - Very energetic - Teamwork - Physically fit - Conscientious - Matured

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