

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Line and Phoenix Islands Development (MLPID)		
2. Position Title: Handyman	3. Salary Level: L19-18	4. Division: Admin Headquarter
5. Reports To: Office Manager	6. Direct Reports:	
7. Primary Objective of the Position: To ensure that facilities and equipment in ana organization are in good working condition		

8. Position Overview	
9. Financial: Nil	10 Legal: NCS 2020 updated
11. Internal Stakeholders: - Office Manager/Registry Clerks/Timekeepers - HoDs - Secretary/DS/SAS/AS To be referred to Manager: - Reporting of office facilities & equipment which are at critical stage - Ordering of materials for maintenance and stationeries Without Referral to Manager: - Be able to organize his/her work daily - Minimal supervision in carrying out job	12. External Stakeholders: - CEOs/Branch Managers - SoE Managers To be referred to Manager: - Assist in any tasks – e.g. use of grass cutter machine Without Referral to Manager: - Maintenance schedule and programme

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> ▪ <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
1. Maintain office facilities and equipment	• Make sure that furniture in the organization is in good shape to give comfort to staff who make use of it. • Ensure that all office appliances are not only properly fixed, but always functioning very well • Should be able to fix minor plumbing works that may arise in the organization.	• Mandated to be available at all times and to respond promptly to emergencies that may arise
2. Maintain good hygiene in the workplace	• Cleaning outside office and within Linnix compound • Cleaning specific places for special functions of the Ministry • Cleaning of areas/sites that need to look neat and tidy	• The office surroundings should be left neat and clean at all times
3. Gardening & Beautification of Linnix premises	• Gardening and planting of flowers inside and outside of the Linnix Premises	• Linnix Premises and outside of offices should look lovely and good to look at

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10. Key Challenges	11. Selection Criteria
• Attend to members of staff and OM promptly when called upon • Work under pressure in time of overloaded tasks • Always available and willing to any given tasks assigned to him/her from time to time • Work after normal working hours	11.1 PQR (Position Qualification Requirement): Education: Form 3 or Class 9 Experience: Job Training: Basic Carpentry and Plumbing training/skills, Gardening and Landscaping. Prerequisite:
	11.2 Key Attributes (Personal Qualities): 1. Knowledge: • Customer and Personal Service • Basic electrical, carpentry and Plumbing • Ability to prioritize tasks 2. Skills: • Social Perceptiveness • Ability to follow instructions 3. Attributes: • Hard-working • Flexible • Respectful

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