

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

<b>1. Ministry: The Ministry of Line and Phoenix Islands Development</b>		
<b>2. Position Title: Supervisor</b>	<b>3. Salary Level: L11-10/9-7</b>	<b>4. Division: Solar Salt</b>
<b>5. Reports To: Project Coordinator</b>	<b>6. Direct Reports: Assistant Supervisor</b>	
<b>7. Primary Objective of the Position:</b> Supervising the overall production making sure the harvesting reaches optimum capacity and target per year.		

<b>8. Position Overview</b>	
<b>9. Financial:</b> Nil	<b>10. Legal:</b> NCS, OHS, Trade Policy Framework, National Quality Policy
<p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Senior Solar Salt &amp; Atoll Seaweed Officer</li> <li>• MLPID /Solar Salt &amp; Atoll Seaweed employees</li> <li>• Casual Laborers</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Annual working plan</li> <li>• Budget preparation</li> </ul>	<p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Other Ministries</li> <li>• Customers</li> <li>• NGOs</li> <li>• SOEs</li> <li>• Domestic</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Providing advice based on the Division production and harvesting.</li> </ul>
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	

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<b>Approved by:</b>	<b>Date of Issue:</b>
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<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
<ul style="list-style-type: none"> <li>• Monitoring and Recording</li> </ul>	<ul style="list-style-type: none"> <li>• Onsite monitoring ensuring the production of seaweed and solar salt is up to date without any hindrances.</li> <li>• Frequent recording on day-to-day activity.</li> <li>• Report any relevant issues that could affect the overall harvesting.</li> </ul>	<ul style="list-style-type: none"> <li>• To be sure that the employees are monitored well</li> <li>• Recording is effectively updated</li> <li>• Issues reported daily</li> </ul>
<ul style="list-style-type: none"> <li>• Increase production</li> </ul>	<ul style="list-style-type: none"> <li>• Finding potentials enhancement on how production should be expedited and enhanced.</li> <li>• Working in collaborate with relevant stakeholders, i.e Fisheries, Agriculture etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Production improved.</li> <li>• Timeline is met.</li> <li>• Working collaborate</li> </ul>
<ul style="list-style-type: none"> <li>• Technical Advice</li> </ul>	<ul style="list-style-type: none"> <li>• Provide technical advice to Secretary and Senior Solar Salt and Atoll Seaweed Officer in relation to tangible output of the Division.</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough advice provided</li> </ul>
<ul style="list-style-type: none"> <li>• Develop effective working schedule for harvesting</li> </ul>	<ul style="list-style-type: none"> <li>• Able to forecast timeframe on working schedule base on current weather pattern.</li> <li>• Effective annual workplan for harvesting</li> </ul>	<ul style="list-style-type: none"> <li>• Effective schedule efficiently developed.</li> <li>• Forecasting on harvesting is effectively developed.</li> </ul>

14. Key Challenges	15. Selection Criteria
	<b>15.1 PQR (Position Qualification Requirement):</b>

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<ul style="list-style-type: none"><li>• Coordination and administer activities and other task and responsibilities to ensure the Division Objectives are met.</li> <li>• Additional working hours may be required to meet deadlines.</li> <li>• Overtime is not applicable</li></ul>	<p><b>Education:</b> Degree in Science, Environmental Science, and any other Science related field.</p> <p><b>Experience:</b> NIL</p> <p><b>Job Training:</b> On the job training</p> <p><b>Prerequisite:</b> (Pre-condition/Essential/Must)</p>
	<p><b>15.2Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"><li>• <b>Knowledge</b><ul style="list-style-type: none"><li>- Scientific understanding on how to enhance production and harvesting.</li><li>- English and Kiribati proficiency</li></ul></li> <li>• <b>Skills:</b><ul style="list-style-type: none"><li>- Active listening</li><li>- Critical Thinking</li><li>- Complex problem solving</li></ul></li> <li>• <b>Attributes:</b><ul style="list-style-type: none"><li>- Stress tolerance</li><li>- Teamwork</li><li>- Considerate</li><li>- Pro-active &amp; Adaptability</li></ul></li></ul>

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