

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

<b>1. Ministry:</b> Ministry of line and Phoenix Island Development		
<b>2. Position Title:</b> Leading Hand	<b>3. Salary Level:</b> 13-12	<b>4. Division:</b> Civil & Technical
<b>5. Reports To:</b> Civil Foreman	<b>6. Direct Reports:</b> Heavy Plant Operator	
<b>7. Primary Objective of the Position:</b> Ensure That the construction maintenance tasks are carried out in the most effective, safe manner according to instructions issued from office and that every procedure uses labour and machinery in the most economical manner.		

<b>8. Position Overview</b>	
<b>9. Financial:</b> NIL:	<b>10 Legal:</b>
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>Employees</li> <li>HODs</li> <li>Administrators</li> <li>Donors</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>Technical assistance and clarification</li> <li>Daily report on work and staff performance</li> <li>Extra time and assistance</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>Other Ministries</li> <li>Customers</li> <li>NGOs</li> <li>SOE's</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>Decide on choice of manpower and machinery</li> <li>Agree on target, finishing date</li> <li>Prepare/familiarize</li> </ul>

*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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

<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
Field work	<ul style="list-style-type: none"> <li>• Work with field team toward meeting target to all civil activities and projects</li> <li>• Maintain safety, quality and boost work spirit</li> <li>• Responsible for subordinates</li> <li>• Responsible for daily</li> </ul>	- When required
	<ul style="list-style-type: none"> <li>• Maintain safety, quality and boost work spirit</li> </ul>	- Daily when required
	<ul style="list-style-type: none"> <li>• Responsible for subordinates</li> </ul>	- When required

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• Work both in office and outdoor condition</li> <li>• Be able to work with minimal staff and especially under stress</li> <li>• Be able to work under heat, in water and after working hours.</li> <li>• Be able to work at outer island</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Trade Certificate in Civil Engineering OR Carpentry OR Joinery field</p> <p><b>Experience:</b> 3 years of working at Civil Engineering or Construction Section</p> <p><b>Job Training:</b> N/A</p> <p><b>Prerequisite:</b> N/A</p>

*This 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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

**11.2 Key Attributes (Personal Qualities):**

**1. Knowledge**

- Engineering Surveying procedure
- Construction technology
- Construction drawing

**2. Skills:**

- Accessing CAD software such as AutoCAD, Sketch Up, Revit and other drawing aid software
- Utilizing surveying tools
- Ability to lead and work with people
- Active Listening
- Ability to speak and write in English.

**3. Attributes**

- Respect to all staff
- Smart to carry out what was needed by officers
- Reliable and trust or honest
- Flexible

*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.*

**Approved by:**

**Date of Issue:**