

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Ministry of Line and Phoenix Island Development		
2. Position Title: Electrical Assistant	3. Salary Level: L19-18	4. Division: Energy Planning Division (Electrical Unit)
5. Reports To: Leading Hand	6. Direct Reports: None	
Primary Objective of the Position: Assist in electrical network systems for both High Voltage and Low Voltage on Kiritimati.		

7. Position Overview	
<p>8. Financial: nil</p>	<p>10 Legal:</p> <ul style="list-style-type: none"> - Highly versed with the National Condition of Service (NCS) and energy related policies and regulations - Highly versed with the manual operations for the Electrical Network system. - Highly versed with the AS/NZS Wiring Rules 3000:2018, & Australian/New Zealand Standard AS/NZS 3017:2007 (Electrical installations – Verification guidelines) - Occupational Health & Safety
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> a. Electrical Unit staff b. Power Unit Staff c. MLPID staff <p>To be referred to Manager:</p> <ul style="list-style-type: none"> a. To seek Operational Approval from Electrical Network technicians Tradesman, Leading Hands, Foreman and Superintendent 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> a. Electricity customers b. Private Concern Agencies <p>To be referred to Manager:</p> <ul style="list-style-type: none"> a. Taking instructions from the Electrical Network Technician & Supervisors.

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.

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b. Any queries or matters beyond his/her authority or outside his/her portfolio	
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> • Carry out electrical distribution line operation and maintenance. • To carry out maintenance on MLPID government quarters 	<ul style="list-style-type: none"> i) Under the instructions provided carry out distribution of electrical lines ii) To assist to undertake full repair and maintenance on HV, LV, transformers, pole lines, solar PVs, and street lights in line with the instructions provided during the KIESP training and manual provided iii) Instant Report and Seek guidance/advice from the Electrical Network technician or Leading Hands, & Foreman if problems arises iv) To carry out installation and maintenance that comply with Australia & New Zealand Wiring Rules Standards (AS/NZS 3000:2018) 	<ul style="list-style-type: none"> • Measured improved performance of electrical distribution lines networks; • Improved control and management of HV & LV, transformers and streets lights • Completion of maintenance in line with schedule •
<ul style="list-style-type: none"> • To prevent hazards & risk in the workplace. 	<ul style="list-style-type: none"> v) To work with risk assessment documents provided by the Supervisor before carrying out all task. vi) To ensure all PPE are required on the job vii) To assist to undertake housekeeping around pole lines, HV transmission lines and distribution boxes every month acquired on the maintenance schedule. 	<ul style="list-style-type: none"> • To analyze electrical and mechanical hazards and their performance measure • To withstand occupational health & safety in the workplace • To minimize risks in the workplace

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	<ul style="list-style-type: none"> viii) To assist during power outages and report on any issues. ix) Responsible for the safety of all staff and customers in a work zone x) Work with technicians to overhaul & repair generators. xi) To assist on MLPID housing electrical maintenance & repair. 	<ul style="list-style-type: none"> • To maintain a stable voltage output of the network system. • To improve the ongoing process of the generation life span • To minimize risk and solve electrical issues to Government houses
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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Working under pressure during times of power outages • Identifying and resolving technical problems as required. May need to work extended hours from time to time in need for full overhaul of generators and solar panels • Carry out tasks without supervision. 	<p>15.1 PQR (Position Qualification Requirement): Form 5 Cert or KIT Electro-technology Cert 2 or Cert 3 in the Electro-technology (APTC Graduates)</p> <p>Experience: nil</p> <hr/> <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Knowledge • Demonstrate knowledge in maintenance of High Voltage & Low Voltage facilities • Skills: • Technical skills in Electrical Distribution lines • Good communication. • Team work • Attributes: • Ability to work well with others • Follow Instructions

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| | <ul style="list-style-type: none">• Active & physically fit• Mature• Respect• Honest |
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