

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

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| <b>Ministry: Infrastructure and Sustainable Energy</b>  |   |  |
| <b>1. Position Title:</b> Energy Performance Planner L11-10   | <b>2. Salary Level:</b> 11-10                       | <b>3. Division:</b> Energy Planning Division |
| <b>4. Reports to:</b> Principal Energy Planner  | <b>5. Direct Reports:</b> Senior Electrical Planner |  |
| <b>6. Primary Objective of the Position:</b> <ul style="list-style-type: none"> <li>- To supervise the implementation of energy projects and related activities</li> <li>- To ensure compliance by electricity service providers</li> </ul> |   |  |

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| <b>7. Position Overview</b>  |   |
| <b>9. Financial:</b> <ul style="list-style-type: none"> <li>- Assist Conventional Energy Planner with the budget reconciliation and reporting in relation to RE projects and electricity related activities.</li> </ul>  | <b>10. Legal:</b> <ul style="list-style-type: none"> <li>- To be familiar and works in accordance with the National Condition of Service (NCS), energy related policies and regulations.</li> <li>- To be responsible for legal matters concerning the electricity sector developments</li> </ul>   |
| <b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>- Report directly to the Conventional Energy Planner and/or Senior Energy Planner on any RE project and electricity sector activities</li> <li>- Work closely with: <ul style="list-style-type: none"> <li>o EPD Staffs on any implemented RE projects.</li> <li>o MISE, KOIL, KGES, and PUB on any energy related and electricity issues and</li> </ul> </li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>- Payment of goods and services from the recurrent / development fund</li> <li>- Overseas / local travel</li> <li>- Training matters</li> </ul> | <b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>- Work closely with Government Ministries on the implementation of energy efficiency activities, energy load assessment, and providing technical advice on electrical related issues.</li> <li>- Consultation with communities prior to and during the implementation of energy projects</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>- Documents prior to sharing with stakeholders.</li> <li>- Any activity that may require financial supports from the recurrent and development budget.</li> <li>- Participation approval</li> <li>- Fiscal contribution</li> <li>- Meeting outcomes</li> </ul> |

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- Overseas / local travel

**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  |
|---|--|--|
| Renewable Energy Projects                                 | <ul style="list-style-type: none"> <li>- Design, supervise, coordinate, and monitor installation of renewable energy projects.</li> <li>- Procurement of materials for Renewable Energy projects</li> <li>- Shipment of materials to installation site</li> <li>- Advise on electrical requirements, faults, maintenance and repair works for implementation.</li> </ul>   | <ul style="list-style-type: none"> <li>- Number of installed RE projects.</li> <li>- Increased share of RE</li> </ul>  |
| National electrical inspection programmes                 | <ul style="list-style-type: none"> <li>- Supervise and conduct the energy audit activities for Government Ministries</li> <li>- Provide recommendations on electrical faults for repair and maintenance work.</li> <li>- Supervise the installation, repair and maintenance of streetlights.</li> </ul>  | <ul style="list-style-type: none"> <li>- Improved safeguarding measures towards electrical hazards</li> <li>- Safe electrical wirings for buildings</li> <li>- Lightings for public safety</li> </ul>  |
| Electricity regulations and other subsidiary legislations | <ul style="list-style-type: none"> <li>- Oversee and supervise inspection of existing and new buildings to ensure compliance to electrical standards and other requirements.</li> <li>- Oversee and supervise inspection of electricity service providers to ensure compliance to regulation and other legislations.</li> <li>- Facilitate licensing of electrical workers</li> <li>- Facilitate licensing and permitting of RE project and Generation projects deployment.</li> <li>- Supervise and monitor electrical works undertaken by electrical workers to ensure compliance.</li> <li>- Assist with resolving disputes.</li> <li>- Facilitate public awareness on RE requirements and other</li> </ul> | <ul style="list-style-type: none"> <li>- Safe wirings for old and new buildings</li> <li>- Good utility practice delivered by electricity service providers.</li> <li>- Number of electrical workers licensed.</li> <li>- Number of RE and Generation projects licensed or permitted.</li> <li>- Number of resolved disputes.</li> <li>- Public is well informed on the contents and implementation of the electrical regulations.</li> <li>- Developed regulations</li> </ul> |

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|  | <p>related regulations in consultation with MISE Public Relations Officer and relevant stakeholders (i.e., BPA).</p> <ul style="list-style-type: none"> <li>- Assist Conventional Energy Planner on electricity regulation developments.</li> </ul> |   |
| Overseas training, meetings and conference | <ul style="list-style-type: none"> <li>- Attend official trainings, meetings and conference relating to electricity sector and others as assigned by the Conventional Energy Planner or Senior Energy Planner.</li> </ul>                           | <ul style="list-style-type: none"> <li>- Descriptive and effective training, meetings and conference report to inform the Senior Energy Planner and Energy Planning Division team on the current development of electricity industry, renewable energy projects, and other energy related matters.</li> </ul> |
| Other matters                              | <ul style="list-style-type: none"> <li>- Other Energy related tasks assigned by the Conventional Energy Planner or Senior Energy Planner</li> </ul>   | <ul style="list-style-type: none"> <li>- Energy Planning Division team to satisfy its quarterly workplan and function within the Ministry of Infrastructure and Sustainable Energy.</li> </ul>  |

| 14. Key Challenges  | 15. Selection Criteria  |
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| <ol style="list-style-type: none"> <li>1. To work within project given time frame or schedule.</li> <li>2. To deal with aggressive customers</li> </ol> | <p><b>15.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <p>The post-holder must possess at least:</p> <ol style="list-style-type: none"> <li>1. Electrical Trade Certificate 2 with 7 years work experience acquired from EPD or related organizations.</li> </ol> <p>or</p> <ol style="list-style-type: none"> <li>2. Diploma in electrical or electronics from recognized institutions with specific 5 years work experience acquired from EPD.</li> </ol> <p>or</p> <ol style="list-style-type: none"> <li>3. Bachelor's degree including Energy, Electrical and Mechanical</li> </ol> |

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|  | <p>Engineering, or other energy engineering related fields with at least 3 years work experiences in Energy field.</p> <p><b>Prerequisite:</b>(Pre-condition/Essential/Must)<br/>Be literate on computer commonly used office programs especially. Attaining intensive on the job training in RE systems installations, operations and maintenance &amp; petroleum storage guidelines.</p>  |
|  | <p><b>15.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b><br/>Electrical Engineering, HOT/OJT PV system design &amp; installation</p> <p><b>2. Skills:</b><br/>Competence with Conventional Energy and PV Systems, standards and instrumentation.</p> <p><b>3. Attributes:</b></p> <ul style="list-style-type: none"><li>i) Physically fit, Conscientious and Co-operative</li><li>ii) Writing and speaking in English must be good.</li></ul> |

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