

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

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| <b>1. Ministry: Infrastructure and Sustainable Energy</b>   |   |  |
| <b>2. Position Title: Renewable Energy Engineer</b>   | <b>3. Salary Level: 11-10/9-7</b>                         | <b>4. Division: Energy Planning Department</b> |
| <b>5. Reports To: Principal Energy Planner</b>  | <b>6. Direct Reports: Senior Renewable Energy Planner</b> |  |
| <b>7. Primary Objective of the Position:</b> <ul style="list-style-type: none"> <li>- To supervise the implementation of energy projects and other routine activities</li> <li>- To ensure compliance by petroleum service/product suppliers</li> </ul> |   |  |

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| <b>8. Position Overview</b>   |   |
| <b>9. Financial:</b> <ul style="list-style-type: none"> <li>- Assist Urban Energy Planner with the budget reconciliation and reporting in relation to petroleum 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 petroleum sector developments</li> </ul>  |
| <b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>- Report directly to the Urban Energy Planner and/or Senior Energy Planner on any RE project and activities as well as petroleum 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 Staffs on any energy related issues and</li> <li>o KOIL, KGES, and PUB on the energy projects and petroleum related matters.</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> </ul> | <b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>- Work closely with key stakeholders like MELAD, MCIC, others on RE and petroleum activities and related issues</li> <li>- Private sector – service/product providers of petroleum in Kiribati</li> <li>- Communities or beneficiaries of RE 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> <li>- Overseas / local travel</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.*

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| - Trainings needed.   | - Any incident or issues caused during duty.  |  |
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| <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  |
| Petroleum Regulation<br>Petroleum storage license and/or other related petroleum industry matters as per the Kiribati Energy Act                        | <ul style="list-style-type: none"> <li>- Oversee inspection of petroleum storages to ensure compliance.</li> <li>- Oversee inspection of petroleum storage (new and existing) applicants to facilitate licensing.</li> <li>- Facilitate public awareness on petroleum storage and other petroleum industry related regulations in consultation with MISE Public Relations Officer and relevant stakeholders (i.e., BPA).</li> <li>- Assist Rural Energy Planner on RE regulation developments.</li> </ul> | <ul style="list-style-type: none"> <li>- Number of petroleum storages approved.</li> <li>- Awareness program performed for the public</li> </ul>   |
| Renewable Energy Developments   | <ul style="list-style-type: none"> <li>- Procurement of materials for Renewable Energy projects</li> <li>- Shipment of materials to installation site</li> <li>- Supervise, coordinate, and monitor installation of renewable energy projects.</li> </ul>   | <ul style="list-style-type: none"> <li>- Successful installation of RE projects</li> <li>- Increased access to RE</li> </ul>   |
| Overseas training, meetings and conference  | <ul style="list-style-type: none"> <li>- Attend official trainings, meetings and conference relating to Petroleum sector and others as assigned by the Urban 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 petroleum industry, renewable</li> </ul> |

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|               |  | energy projects, and other energy related matters.   |
| Other matters | - Other Energy related tasks assigned by the Urban Energy Planner or the Senior Energy Planner | - Energy Planning Division team to satisfy its quarterly workplan and function within the Ministry of Infrastructure and Sustainable Energy. |

| 14. Key Challenges | 15. Selection Criteria  |
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|                    | <p><b>15.1 PQR (Position Qualification Requirement):</b><br/><b>Education:</b> The post holder must possess</p> <ol style="list-style-type: none"> <li>1. Bachelor of Science, Electrical or Mechanical Engineering, or related fields</li> </ol> <p>Or</p> <ol style="list-style-type: none"> <li>2. Diploma of Science with at least 3 years specific work experience acquired from EPD or related work experience from other organizations.</li> </ol> <p><b>Prerequisite:</b>(Pre-condition/Essential/Must)</p> <hr/> <p><b>15.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"> <li>1. <b>Knowledge:</b> The post-holder must have acquired advanced skills on HOT/OJT petroleum storage guidelines and related skills in petroleum engineering.</li> <li>2. <b>Skills:</b> Competence with Petroleum storage standards and instrumentation. Computer literate (i.e., proficient in the use of word/excel/other software for reporting purposes).</li> </ol> |

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|  | <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 very good</li></ul> |
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