

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Line and Phoenix Islands Development		
2. Position Title: Labor Carpenter	3. Salary Level: L19-18	4. Division: Construction & Joinery Division
5. Reports To: Construction Leading Hand	6. Direct Reports: nil	
7. Primary Objective of the Position:		
Responsible for attending any construction works including other tasks that might be given by immediate staff from time to time throughout the year		

8. Position Overview	
9. Financial: NIL	10 Legal: NCS, OHS, Building Code
11. Internal Stakeholders: <ul style="list-style-type: none"> Secretary, MLPID HODs MLPID Staff To be referred to Manager: <ul style="list-style-type: none"> Provide report on important issues accident that may occur during the construction work Refer to supervisor on works that might not clear from time to time Report on activities occurred onsite 	12. External Stakeholders: <ul style="list-style-type: none"> Other Ministries Customer's SOE's NGO's To be referred to Manager <ul style="list-style-type: none"> Provide assistance to the above stakeholders Construction advice and information related with the Ministry projects Project Proposals relate to Construction side

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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> • Construction Works <ul style="list-style-type: none"> - Housing maintenance - Office maintenance - Construction projects 	<ul style="list-style-type: none"> • To ensure that his tools are maintained properly and in good condition at all time • To maintain safety and good working environment onsite • Assist in the construction works and ensure that the work is carried out according to the drawing/ designs • Liaise with supervisor to seek full details on the work prior taking actions 	<ul style="list-style-type: none"> • Given job is completed on time and all tools and equipment are returned in a good condition • Daily report on the current job is also daily submitted before end of day via Daily card •
<ul style="list-style-type: none"> • Joinery Works <ul style="list-style-type: none"> - Ripping and dressing - Making window and door frames - Construct doors with all types 	<ul style="list-style-type: none"> • Carry out joinery works according to drawing specification as prescribed by supervisor • Ensure to attend other duties as requested/instructed by Supervisor and other immediate Staff • Assist in operating machineries 	<ul style="list-style-type: none"> • Daily attendance is required and all jobs were assigned need to be done and met deadlines • Daily card need to be handed that shows work carried out in a particular day`
<ul style="list-style-type: none"> • Supervising of construction works <ul style="list-style-type: none"> - New projects on Kiritimati - Tabuaeran and Teraina projects 	<ul style="list-style-type: none"> • In cases when all tradesman are fully occupied a skilled labour carpenter can given a chance to work as supervisor provided he had the capacity to do so • Carry out survey and actual construction works as directed by his immediate supervisor on these islands 	<ul style="list-style-type: none"> • The labor carpenter will manange the site with the assistance of his immideate supervisor • A standard report is required upon the arrival by carpenter
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10. Key Challenges	11. Selection Criteria
<p>The main duties of the post could be vary from time to time such as</p> <ul style="list-style-type: none"> • Carry out the actual construction works to Government Buildings and Properties on Kiritimati, Tabuaeran and Teraina iislands. • Assisting Housing Division for maintaining Government houses and transporting of their building materials from their suppliers to their storage areas • Assisting our Joinery workshop in all joinery works including making of furniture and operating of heavy joinery machinery after being properly • Assist in other carpentry works that are more related on painting and tiling work – vinyl and cera,ic 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Form 3</p> <p>Experience:</p> <p>Job Training: On the job training</p> <p>Prerequisite:</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> - Construction management – knowledge of planning coordination, design reading from start to finish - Good customer service- knowledge of providing good customer service • Skills: <ul style="list-style-type: none"> - Carpentry skills - Analytical and problem solving • Attributes <ul style="list-style-type: none"> - Very energetic - Teamwork

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| | <ul style="list-style-type: none">- Physically fit- Conscientious- Matured |
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