

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Marine Resources Development			
2. Position Title: Cleaner	3. Salary Level: 19-18	4. Division: Government	
5. Reports To: SAS, Deputy Secretary	6. Direct Reports: Supervisor (i.e Office Manager/Assistant Secretary)		
7. Primary Objective of the Position: To ensure cleanliness of the office premises at times prescribed and at any time if required.			

8. Position Overview	10 Legal:
9. Financial: NIL	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Employees • Supervisor • Head of Division (HoDs) To be referred to Manager: <ul style="list-style-type: none"> • Working on weekends • Requested areas to clean or do • Urgent matters, like cleaning before certain meetings • Working extra hours • Washing curtains • Purchasing of cleaning gears 	12. External Stakeholders: <ul style="list-style-type: none"> • Other Ministries • External Customers To be referred to Manager <ul style="list-style-type: none"> • Working/Serving the above stakeholders

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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<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
<p>Key Result Area/Major Responsibilities</p> <p>Neatness and Beautiffulness of the Ministry's premises</p>	<p>Major Activities/Duties</p> <ul style="list-style-type: none"> • To clean front area of the office before working hours • To clean whole compound • To maintain good standard of premises both inside and outside • To attend to other needs as required by a supervisor and SRO. 	<p>Performance Measures/Outcomes</p> <ul style="list-style-type: none"> - Punctual in attending to need if arise from time to time - No rubbish lying around the area, rubbish bin to be in place and empty out at times of full. - Well designed and organized daily. - To be available at times you are needed.
<p>10. Key Challenges</p> <ul style="list-style-type: none"> • To be able to work after working hours and Public Holiday when required. 		<p>11. Selection Criteria</p> <p>11.1 POR (Position Qualification Requirement): Education: Form 3 certificate of Class 9 Experience: N/A Job Training: N/A Prerequisite: N/A</p>

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	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">- Ability to work with waste of any kind- Knowledge to design and decorate any place for meetings or any program as required by a Ministry. <p>2. Skills:</p> <ul style="list-style-type: none">- Well know how to use variety of cleaning gears.- Knows safety- Creativity <p>3. Attributes</p> <ul style="list-style-type: none">- Discipline, in order to consistently deliver top quality performance to clients (employees etc)- Humility, to be humble in doing the job- Presence need to be present as required- Trust, to be honest and reliable
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