

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: ManeabaniMaungatabu		3. Salary Level: L19-18		4. Division: Administration	
2. Position Title: Handyman		6. Direct Reports: Deputy Clerk			
5. Reports To: Clerk		7. Primary Objective of the Position: To provide assistance and support services and to be multi-skilled to be able to attend and assist whenever requires.			
8. Position Overview		10. Legal:			
9. Financial: NIL		11. External Stakeholders: - General Public - Private Contractors - Ministries/SOEs To be referred to Manager:			
11. Internal Stakeholders: - Members of Parliament - Parliament Staff To be referred to Managers: Office Maintenances For the use of transport The use of office tools/equipments		13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▫ KDP/KPA: ▫ MOP Outcome: ▫ Divisional/Departmental/Unit Plan: 			
Key Result Area/Major Responsibilities		Major Activities/Duties		Performance Measures/Outcomes	

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<p>General support services</p>	<ul style="list-style-type: none"> • To assist in the overall maintenance of the Parliament facilities. • To carry out survey around Parliament properties/ buildings and to report matters to Deputy Clerk • To be multi-skilled, able to assist gardener, cleaner when assistance requires. • To provide support to meet deadlines by actively involves in any preparation activities especially for on-going Parliament programs. • To carry out other duties as and when directed by the Deputy Clerk/ Clerk or other Senior Officers from time to time. 	<ul style="list-style-type: none"> - Attentive and Proactive - Weekly surveillance - To be alert and assist cleaner/ gardener - Task completed on time
<p>10. Key Challenges</p> <ul style="list-style-type: none"> • Dealing with additional duties after working hours • To assist on complex request from different staff • Meeting deadlines and expectations of Officers 	<p>11. Selection Criteria</p> <p>11.1 PQR Essential Form 3 or Class 9 Certificate</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> - Maintenance work <p>2. Skills:</p> <ul style="list-style-type: none"> - Cleaning/ gardening 	

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	<ul style="list-style-type: none">- Excellent communication skills
	3. Attributes
	<ul style="list-style-type: none">- Proactive- Social- Smart- Honest- Respectful