

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Office of Te Beretitenti		
2. Position Title: Assistant Technician Station Officer	3. Salary Level: L14-12	4. Division: Kiribati Meteorological Services
5. Reports To: Director/OIC Kiritimati	6. Direct Reports: Station Technician Officer/IT Specialist	
7. Primary Objective of the Position: Engage with STO for installation, maintenance, calibration and repair of electrical systems, fixtures and other related Met equipment. Assisting IT officer with IT field related matters (including communication channels). To maintain producing hydrogen gas for upper air observation and standby in times of need for power outage (Back Up Generator operation).		

8. Position Overview	
9. Financial:	10 Legal:
11. Internal Stakeholders: - Director - Met Observer (MO) - Chief Forecaster (CFO) - Station Technical Officer (STO) - Assistant Forecaster (AF) To be referred to Manager: - Major maintenance and replacement of any Met equipment - Upgrading office facilities	12. External Stakeholders: - Air Traffic Control - Marine - Aviation - Police - Community
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) - KDP/KPA: - MOP Outcome:	

This 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.

Approved by:	Date of Issue:
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▪ <i>Divisional/Departmental/Unit Plan:</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Met equipment and report keeping.	• Installation, calibration and repair of electrical systems, fixtures and other related Met equipment. • Operate proton for producing Hydrogen gas • Work closely with STO in performing assign duties.	• Met tools are inspected and calibrated as required. • Providing reports on inspection and maintenance.
IT Communication and related matters.	• Assisting an IT officer with IT related matters. • Ensure communication channels (Phone and Internet) are fast, assessable and reliable for staff.	• Assisting staff with IT related matters (MS office, emails, etc). • Providing accessible and reliable communication connections for staff.
Powerman	• Installation, maintenance wiring and equipment to troubleshooting and repairing electrical faults. • Standby in times of need for operating the Back Up Generator.	• Providing maintenance report and operation log.

10. Key Challenges	11. Selection Criteria
A key challenge of the post is coordinating the administration activities of the Division to ensure that technical staff can perform their roles effectively. This may include providing advice to technical staff on administrative matters. In addition, to be available in times of need, especially during power disturbance for Generator's operation.	11.1 PQR (Position Qualification Requirement): Education: At least form 6 Certificate with 1 years of relevant work experience in meteorological technical field. Experience: Any experience in Technical and IT field is more advantage. Job Training: Nil

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At peak work times, additional working hours may be required to meet deadlines (overtime is applicable).

The post is occasionally required to liaise with STO and Director for advice.

Prerequisite:
Nil

11.2 Key Attributes (Personal Qualities):

Knowledge

- Competent with technical and IT facilities.
- Customer and Personal Service
- English and Kiribati Language

Skills:

- Electrical
- Computer literacy

Attributes

- Efficient and Effective
- Innovative
- Approachable and cooperative
- Fair
- Dedicated
- Considerate and respectful

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