

Tuvalu Government – Job Description



Position Title:	Joinery Leading Hand	
Position and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Division:	Ministry of Public Works, Infrastructure Development & Water	Public Utilities/Works
Location:	Funafuti	
Reports to:	Building Engineer	

JOB PURPOSE:

To support the provision of carpentry and joinery services to the public and support the Government Projects

KEY RESPONSIBILITIES:

1. Contribute to joinery services
2. Supervise carpentry and joinery services to the public and government projects.
3. Supervise and carry out general furniture maintenance

MAIN DUTIES AND OUTCOMES:

- 1.1 Supervision of manufacturing of general furniture required by members of public and government.
- 2.1 Directing and coordinating the section in executing carpentry projects throughout the entire year.
- 3.1 Supervise and conducting of general and routine inspections of joinery tools to ensure compliance, and respond to any repairs as required.

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MANDATORY REQUIREMENTS:

At least five years practical working experience
Minimum Trade Certificate in carpentry and joinery or equivalent

DESIRABLE REQUIREMENTS:

Basic knowledge of modern carpentry and joinery machineries.

Fair Knowledge of written and oral communication skills (Tuvaluan and English)
Attention to detail and accuracy
Ability to liaise with a range of stakeholders
Sound time management skills

NOTE: THIS POSITION MAY REQUIRE WORK OUTSIDE OF NORMAL WORKING HOURS