



Position Title	Director, Architectural and Building Engineering Department (ABED), Ministry of Infrastructure and Sustainable Energy
Supervisor	Secretary MISE / Director General of Engineering Services MISE
Incumbent	Vacant

Accountability & Working Relationships

The Director, Architectural and Building Engineering Department (ABED), is employed by Tetra Tech International Development and embedded within the Ministry of Infrastructure and Sustainable Energy (MISE). The Director General, MISE, is the formal supervisor and sets substantive work priorities and assesses performance. Tetra Tech retains legal-employer and contract-administration responsibilities.

- Accountable to the Secretary and Director General for ABED statutory, technical, operational, asset-management, personnel and performance outcomes.
- Lead and supervise approximately 80 ABED staff across Architectural Design, Cost Planning, Quality Control and Inspection, Building Maintenance and supporting functions.
- Exercise Building Act, regulatory, technical-clearance and enforcement functions in accordance with the Act, Regulations, Kiribati Building Code and any written delegations. Following QCID inspection and assessment, the Director provides departmental clearance before matters including building approvals and certificates proceed through the Secretary to the Minister or another duly authorised approval authority for final decision.
- Work closely with the Minister, Secretary, Director General, other MISE Directors, relevant ministries and agencies, island councils, Government building custodians, development partners, consultants, contractors and professional stakeholders.
- Work with the Tetra Tech Contractor Representative on employment, contract, duty-of-care and corporate requirements. Tetra Tech does not direct the outcome of statutory assessments, technical clearances, inspections, enforcement recommendations or Government of Kiribati approval decisions.
- With the direction and guidance from the DG, coordinate with the Te KAI Team Leader, MEL personnel and technical specialists on agreed ABED inputs, evidence and learning. The Director in their capacity within MISE may contribute towards Te KAI governance but has no direct responsibility for Te KAI personnel, finances, contractors or overall program performance.
- Be based at the MISE office in Betio full time and undertake travel within Kiribati, including the Outer Islands, and overseas as required and authorised.

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project

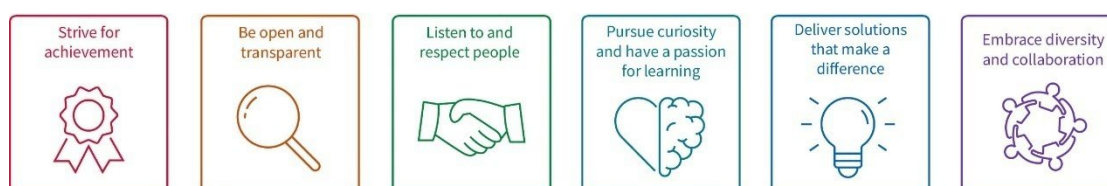
Tetra Tech International Development

lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language groups.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of The Kiribati Australia Infrastructure Program (Te KAI)

This Director position is funded through the Kiribati Australia Infrastructure Program (Te KAI). Te KAI supports state and community development in Kiribati by partnering with the Government of Kiribati and local contractors to deliver small to medium value infrastructure projects. The program creates high-quality, climate resilient infrastructure which caters to the needs of all parts of the community. In addition to infrastructure projects, the program also provides capacity strengthening to industry and government. Te KAI activities therefore fall into two categories which operate hand-in-hand together:

1. **Infrastructure design and construction projects:** Consulting with government and community groups, integrating Gender Equality, Disability and Social Inclusion (GEDSI) and safeguarding considerations (including protection of vulnerable social groups and the environment), engaging design consultants, coordinating development applications and other government processes, procuring materials both locally and overseas, onboarding local contractors, administering construction contracts, supporting construction progress, providing quality assurance services, monitoring and enforcing health, safety, environment and social safeguarding standards, facilitating handover activities, overseeing defects liability period, monitoring and evaluating indicators and reporting effectively.
2. **Capacity strengthening activities:** Supporting the development of both the local construction industry and Government of Kiribati, particularly MISE Architecture and Buildings Engineering Division. This includes direct assistance with MISE systems and process improvements, technical reviews, mentoring of key staff, development of templates and guidance documents, training and hands-on guidance on site.

Te KAI commenced in March 2024. The initial term of Te KAI is five years, running until March 2029.

Purpose and Objectives

The Director ABED provides strategic, statutory, technical, commercial and operational leadership to the Architectural and Building Engineering Department within MISE. The Director leads ABED as the Government of Kiribati central professional function for public buildings and integrates Architectural Design, Cost Planning, Quality Control and Inspection, and Building Maintenance across the building lifecycle.

Purpose and Objectives

The Director leads administration, implementation and enforcement of the Kiribati Building Act, associated Regulations and the Kiribati Building Code within the geographic and statutory scope of the Act and any written delegations. The Director oversees QCID assessments and inspections, reviews and clears QCID recommendations, and submits cleared matters through the Secretary to the Minister or another duly authorised approval authority for final decision. The Director does not issue final statutory approval unless separately authorised in writing.

The Director manages maintenance delivery for all Government of Kiribati buildings throughout Kiribati and leads the Government building asset-management system, including the asset register, condition assessment, maintenance prioritisation, lifecycle planning, project handover and maintenance reporting.

The Director also leads ABED personnel, departmental policy and systems, technical services, project and contract oversight, financial planning, performance reporting and institutional capability development. A substantive objective of the role is to identify priority infrastructure needs and lead the technical development, negotiation and mobilisation of Government and development-partner funding to support MISE and Government of Kiribati building priorities.

As a Tetra Tech-employed position funded through Te KAI, the Director produces and validates evidence and learning demonstrating the contribution of Te KAI-supported ABED activities to relevant Te KAI End of Program Outcomes. The Team Leader Te KAI retains responsibility for the Te KAI MEL framework, consolidation of program results, overall program performance and formal reporting to DFAT.

The position has no standing financial delegation. Any authority to approve expenditure, procurement actions, contractual commitments or project payments must arise from a specific approved project arrangement or written delegation.

Key Responsibilities

Key responsibilities include

1. **Strategic and departmental leadership**
 - Lead and manage the Architectural and Building Engineering Department (ABED).
 - Set strategic priorities, policies, work plans, performance standards, and operational systems.
 - Provide expert advice to MISE leadership on infrastructure, building, regulatory, and asset management matters.
 - Act as the lead contact for the development of the Asset Management Policy
 - Integrate Architectural Design, Cost Planning, Quality Control and Inspection, and Building Maintenance as coordinated functions across planning, design, approval, procurement, construction, handover, operation and maintenance.
 - Report regularly to the Director General on performance, risks, resource requirements, emerging priorities, unresolved issues and corrective actions.
 - Drive continuous improvement, innovation, and organisational capability development.
2. **Building Act administration, Quality Control and Inspection Department clearance and enforcement**
 - Oversee implementation and enforcement of the Kiribati Building Act, Regulations, and Building Code.
 - Ensure building applications, inspections, and compliance processes are managed effectively.
 - Provide technical review of QCID inspection reports, direct investigation of suspected non-compliance and departmental clearance of regulatory matters.
 - Promote fair, transparent, and evidence-based regulatory decision-making.
3. **Government building maintenance delivery and asset stewardship**
 - Lead management of the all Government of Kiribati's building asset portfolio.
 - Oversee asset registers, systematic condition assessments, maintenance planning, and lifecycle management.
 - Ensure Government buildings are safe, functional, compliant, and maintained efficiently.

Key Responsibilities

- Advise on maintenance priorities, asset risks, and investment requirements.
- 4. **Architectural, engineering, cost-planning and technical services**
 - Lead delivery of ABED architectural, engineering, cost-planning, inspection, maintenance and technical advisory services.
 - Ensure infrastructure projects are safe, fit-for-purpose, climate-resilient, accessible, and cost-effective.
 - Review and clear buildings documentation and maintain technical standards, guidance, and quality assurance processes across ABED.
- 5. **Project, procurement and contract oversight**
 - Oversee Government building projects from planning through construction and handover.
 - Support procurement, contract administration, technical evaluations, and project governance.
 - Monitor project performance, quality, risk, and contractor compliance.
 - Provide technical and departmental oversight of priority, complex, nationally significant and multi-donor building projects on behalf of MISE and the Government of Kiribati.
 - Escalate significant delivery, safety, contractual, or reputational risks.
- 6. **Policy, systems, digital transformation and institutional strengthening**
 - Lead development and implementation of ABED and divisional policies, procedures, and governance frameworks.
 - Strengthen digital systems, information management, reporting, and business processes.
 - Support broader institutional reforms and organisational effectiveness initiatives.
- 7. **People leadership, recruitment and capability development**
 - Lead, mentor, and develop a multidisciplinary workforce of approximately 80 staff.
 - Manage performance, succession planning, recruitment support, and professional development.
 - Identify workforce needs, capability gaps, succession risks and backup requirements and plans
 - Foster a safe, inclusive, ethical, and high-performing workplace culture through induction, records, standard procedures and planned handover.
- 8. **Financial planning, budgeting and resource stewardship**
 - Develop and manage ABED annual budgets, work plans, and resource allocation.
 - Monitor and report on expenditure, performance, and value for money.
 - Ensure responsible stewardship of departmental resources within approved delegations.
 - Oversee technical inputs to any approved permit, inspection or professional-service fee arrangements.
- 9. **Infrastructure investment development and resource mobilisation**
 - Identify and develop priority infrastructure investment opportunities through a credible pipeline and funding proposals.
 - Pursue opportunities and advocate for funding through coordinated technical engagement with Government agencies, Development partners, and funding organisations.
 - Ensure proposed investments are technically feasible, and aligned with Government priorities.
 - Coordinate and lead responses to partner appraisal, design, economic, safeguard, fiduciary and due-diligence requirements and monitor the progress and conditions of funding proposals.
- 10. **Capacity development and performance monitoring, evaluation and learning integrated with Te KAI**

With the direction and guidance from the DG

 - Agree an annual workplan of Te KAI and other projects/programs under with/under ABED- support capacity development activities and maintain accurate source evidence of activities, outputs, institutional changes, risks, adaptations and lessons.
 - Generate, validate and provide timely data and narrative evidence demonstrating the contribution of Te KAI and other programs -

Key Responsibilities

- Work with the Te KAI and other projects/programs when and where necessary to define indicators, evidence standards, data sources, disaggregation, templates and validation processes, and participate in surveys, evaluations, outcome-harvesting, after-action reviews and learning activities relevant to ABED.
- Validate ABED-related data and narratives before inclusion in Te KAI and other projects/programs reporting and obtain Director General clearance for formal six-monthly, annual and end-of-program contributions.
- Identify implementation constraints, unintended results, emerging risks and lessons, and document adaptive actions taken in response to evidence.

11. Cross-cutting requirements, partnerships and sector leadership

- Embed climate resilience, environmental and social safeguards, gender equality, disability inclusion, child protection, ethical conduct, and anti-corruption principles across all activities.
- Support local contractor, consultant and construction-sector capability through technical guidance, workshops, performance feedback, Building Code awareness and improved contract-administration practice.
- Represent ABED and MISE in national, regional, and development partner forums

Performance and Reporting Outputs

The Director's annual work plan will set specific targets and due dates. Indicative standing outputs are:

Monthly outputs

- **ABED performance update:** Progress against the approved work plan; statutory and technical outputs; maintenance and project status; staffing; expenditure information; risks; decisions; constraints; and next priorities.
- **Contribution update of Te KAI and other donor funded projects and programs under ABED:** Te KAI and other projects/programs -supported activities and outputs, evidence references, data required by agreed indicators, emerging outcomes, issues, lessons and adaptive actions.
- **Risk and issue reporting:** Immediate escalation of material statutory, building-safety, safeguard, conflict-of-interest, contractual, delivery, financial-control or reputational matters as they arise.

Quarterly outputs

- **Indicator and evidence pack:** Verified evidence on coaching and mentoring, staff capability, policy and system implementation, applications, inspections, clearances, designs, cost plans, projects, maintenance delivery, asset data, inclusion and climate resilience.
- **Institutional reform update:** Status, adoption and effectiveness of approved policies, procedures, digital systems and operating reforms, including implementation constraints and corrective actions.
- **Portfolio and resource-mobilisation update:** Government building risks, maintenance and project pipeline, funding concepts, partner discussions, submissions, decisions, conditions and follow-up actions.

Six-monthly and annual outputs

- **ABED progress and expenditure report:** Results against the annual work plan and costed budget, including material variances, achievements, constraints, risks and recommendations.
- **Outcome-contribution narrative:** Validated analysis of ABED and MISE contributions to relevant Te KAI and other projects/programs End of Program Outcomes and Intermediate Outcomes, supported by evidence, case studies, disaggregated data and documented adaptations.

Transition and end-of-program outputs

- **Institutionalisation and sustainability report:** Evidence of capability transfer, policy and system ownership, routine use, recurrent resourcing, succession, maintenance of reforms, residual risks and lessons for future support.

Performance and Reporting Outputs

Reporting flow and clearance

Routine MEL information may be provided to the Te KAI and other projects/programs MEL function or Team Leader with the validation from the Director General. Formal six-monthly, annual and end-of-program narratives require Director General clearance before submission.

Selection Criteria

Qualifications

- University degree in architecture, civil or structural engineering, quantity surveying, construction or project management, building surveying, planning, asset management or another relevant infrastructure discipline.
- Relevant professional registration, chartered status or eligibility for membership of a recognised professional body is desirable.

Experience

- At least 10 years' senior experience in infrastructure, construction, engineering, or asset management.
- Experience leading large teams, programs, or technical departments.
- Demonstrated experience in building projects, asset management, and service delivery.
- Experience in regulatory, compliance, procurement, contract, and project management functions.
- Experience working with government agencies, development partners, and senior stakeholders.
- Experience driving organisational improvement, workforce development, and capacity strengthening.
- Experience in the Pacific or similar remote and resource-constrained environments is highly desirable.
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Knowledge and Skills

- Knowledge of building, infrastructure, and asset management practices.
- Understanding of building regulation, compliance, and public-sector governance.
- Strong leadership, strategic planning, and organisational management skills.
- Strong project, contract, financial, and risk management capability and acumen.
- Ability to build partnerships, secure support, and engage effectively with stakeholders.
- Strong communication, reporting, and influencing skills.
- Understanding of climate resilience, environmental and social safeguards, gender equality, disability inclusion, child protection, PSEAH, anti-corruption and localisation in infrastructure delivery.

Personal Attributes

- **Leadership and accountability:** Provides clear direction, follows through on commitments and creates a performance-oriented and learning-focused workplace.
- **Integrity and independence:** Exercises statutory and technical judgement impartially, manages conflicts of interest and maintains high ethical standards.
- **Cultural sensitivity and inclusion:** Works respectfully and effectively in Kiribati and multicultural settings and values local knowledge and diverse perspectives.
- **Collaboration and influence:** Builds trusted relationships while maintaining clear decision rights, professional boundaries and Government accountability.
- **Adaptability and practical judgement:** Responds constructively to changing priorities, limited resources, remote logistics and complex operational constraints.
- **Learning and capability development:** Uses a facilitative, coaching and empowering leadership style that strengthens individuals, teams and institutional systems.
- A full driver's licence is desirable. Where the appointee does not drive, they must be able to make suitable transport arrangements for official duties.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.