



JOB ADVERTISEMENT

The Kiribati Ports Authority (KPA) is pleased to invite qualified individuals to fill in two (2) vacant positions at the KPA's Headquarter in Betio and five (5) vacant positions at KPA Branch in Kiritimati.

1. **2 Mechanics, Salary Scale, Grade 12-10/9-8 (Tarawa)**

Eligibility Criteria

- a) Final Trade certificate in Automotive or Heavy Mechanic or APTC certificate or equivalent in Automotive Mechanic
- b) At least three years working experiences in light and heavy automotive, hydraulic and lifting machines or plants
- c) Age should be between 20 to 55 years
- d) Physically and mentally fit
- e) Clean police clearance

2. **1 Senior Accountant, Salary Scale, G5-4/3(Kiritimati)**

Eligibility Criteria

- a) Degree in Finance, Accounting, or related field
- b) At least five (5) years working experience in the Finance sector especially management reporting, annual accounts, budgeting, balance sheet reconciliations, finance systems, taxation and credit control
- c) Experience on MYOB system
- d) Experience of using data and payment systems
- e) Age should be between 25 to 40 years
- f) Physically and mentally fit
- g) Clean police clearance

3. **2 Machine Operators, Salary Scale, G12-10/9-8 (Kiritimati)**

Eligibility Criteria

- a) Possesses valid driving license of light and heavy machines or plants
- b) At least three years driving experiences on light and heavy machines
- c) Ability to fix basic mechanical problems of vehicles
- d) Age should be between 30 to 50 years
- e) Physically and mentally fit
- f) Clean police clearance

4. **1 Maritime Security Guard,G14-12 (Kiritimati)**

Eligibility Criteria

- a) Secondary School Leaving Certificate or Higher education and
- b) ISPS Security Awareness Certificate from any recognized Institution
- c) At least 2 months experience as a Security Guard at any recognized international port
- d) Proven experience in the processing of Imports and Exports for release and reception to and out of KPA storage facility
- e) Excellent verbal and written communications skills both in English and Kiribati
- f) Ability to communicate effectively and provide excellent customer service in challenging situations.
- g) Flexible and adaptable to work abnormal hours as the shift requires
- h) Attentive and alertness to safety and security risks and incidents
- i) Firm and consistent in dealing with non-compliance activities
- j) Age should be between 25 to 50 years
- k) Physically and mentally fit
- l) Clean police clearance

5. **1 Radio Operator, G14-12 (Kiritimati)**

Eligibility Criteria

- a) Master Class 5 OR Master Class 6
- b) At least 2 years working experience as a Master/Deck Officer on local vessels OR has been working for at least 4 years for the Port Control Department (KPA)
- c) Additionally Master Class 4 is an advantage with good middle management and leadership skills
- d) Excellent verbal and written communications skills
- e) Ability to communicate with Ship Masters
- f) Computer literate
- g) Age should be between 20 to 50 years
- h) Physically and mentally fit
- i) Clean police clearance

Full details of vacant positions can be sighted at KPA Office in Betio and at KPA Branch in Tabakea, Kiritimati during working hours. For positions in Kiritimati, applicants must be from **Kiritimati only**.

Interested applicants are requested to fill in the Application form from KPA and attach all required documents. All application forms must be submitted to KPA Administration Office not later than **Friday 3rd January 2025** during working hours. Late applications will not be accepted. For further enquiries, call our landline on 75126972 or email hrm@kpa.com.ki, or hro@kpa.com.ki

CEO, KPA