

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development			
2. Position Title: Program manager (Data management system)	3. Salary Level: 6	4. Division: Environment and Conservation Division.	
5. Reports To: PM, DDECD, DECD – ECD	6. Direct Reports: (Write No. & Position Title: DDECD & DECD		
7. Primary Objective of the Position: To assist the Director and Deputy and ECD in the collection, compilation, management, dissemination, education and service provisioning using environmental information and knowledge bases associated with the operation of ECD in support of implementing key objectives of the Kiribati Integrated Environment Policy (KIEP). To provide general IT support to the ECD including maintenance and safeguarding of all network systems.			

8. Position Overview	
9. Financial: 17,035.20 - 17,407.00	10 Legal: Environment Act (Amended) 2007
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Deputy Director • Senior Environment Officers • Biodiversity Conservation Officers • Climate Change officers • Environment Inspectors • Waste Management Officers • Environment Outreach Awareness Officers 	12. External Stakeholders: <ul style="list-style-type: none"> • Users of ECD website • Hosting Institution for ECD website • Students who want to do their research on environment • General public <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Complaints in regard with ECD website • Any issues associated with hosting ECD website. • Any other matters that cannot be dealt with by an environmental information system officer
To be referred to Manager: <ul style="list-style-type: none"> • Initiatives to improve environmental information system • Advices on ECD's website and internet usages. • Advices on environmental database management. 	

This is 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.

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<ul style="list-style-type: none">• Progressive reporting requirements• Leave plan• Personal conflicts• Weekly updates		
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none">▪ <i>KDP/KPA:</i>▪ <i>MOP Outcome:</i>▪ <i>Divisional/Departmental/Unit Plan:</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Improvement of Environment data/ information storage	Collect information that are essential for the development of an environment database.	Performance Indicators/measures: <ul style="list-style-type: none">• Data repository is in place• Number of environment database established and operational.• EIA licensing tracking tool is developed and maintained.
	Develop the data repository for environmental reports, raw data, GIS maps, etc.	
	Develop a centralized environmental database as an information hub for all environmental matters and make information accessible to staff through local network system.	
	Regularly update and maintain a centralized environment database.	
	Ensure to make back-up copies of environment data on a regular basis	
Assist Units within the ECD to develop their database and to provide support	Assist Units within the ECD to develop their database and to provide support	Outcome: <ul style="list-style-type: none">• Environment information are available and accessible to improve decision making.• State of environment report is provided for general public information.
	Update and maintain EMIS on a regular basis	
	Assist the Development Control Unit to develop its EIA licensing tracking system.	
Regularly check that the ECD internet is continuously on.		Performance Indicators/measures:

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Support other Unit's workplan to improve their service delivery	Assist Environment Outreach Unit to develop training and education materials for public awareness. Assist the ECD units to regularly update the information on the BCH and CHM	<p>Performance Indicators/Measures:</p> <ul style="list-style-type: none"> No. of offered to EOJ in terms of awareness materials development. No. of updates made to BCH and CHM. <p>Outcome:</p> <ul style="list-style-type: none"> Contribute to the development of skills on environmental issues by the general public particularly students. Assist to implement our national obligations under the CBD and its Cartagena Protocol which Kiribati is party to.
Management of administrative matters of the Unit	<p>Prepare and submit progressive report</p> <p>Prepare workplan and budget</p> <p>Perform any other tasks assigned by the Director or Deputy Director of the Division.</p>	<p>Performance Indicators/Measures:</p> <ul style="list-style-type: none"> Progressive report is submitted to the ECD management Unit's workplan and budget is developed No. of tasks undertaken as per the advice of the ECD management <p>Outcome:</p> <ul style="list-style-type: none"> The Unit's activities are implemented in accordance to the objectives of MELAD's MSP and KDP

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10. Key Challenges	11. Selection Criteria
<p>KEY CHALLENGES.</p> <ul style="list-style-type: none"> • Staff turn-over is one of the key challenges that could affect the sustainability of the environmental information management system in the longer term. • Office equipment to support the IT works are inadequate. 	<p>11.1 Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: A bachelor's degree in computing science and information system.</p> <p>Experience: 2 years post degree working experience in middle management level.</p> <p>Job Training: Should have undergone short term training courses and on job training on environmental information system, database management, website updating.</p> <p>Prerequisite: to be eligible for this position, the post-holder should at least have obtained a computing science and information system and should have undergone job training on any IT related fields.</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Should have good knowledge on computing and information system • Mature in his/her approach. • Good personality - social and respectful. • Computer literate. • English spoken and writing skills • Good leadership skills • Capability to handle conflicts

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