

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Marine Resources Development		
2. Position Title: Principal Mineral Officer (Inshore)	3. Salary Level: L6-5	4. Division: Mineral Division
5. Reports To: Director	6. Direct Reports: <i>Director</i>	
7. Primary Objective of the Position: For Prospective Revenue Generation, coastal zone management and mapping		

8. Position Overview	
<p>9. Financial: Up to \$4,143.00 or more</p>	<p>10 Legal: National Condition of service Mineral Licensing Ordinance Foreshore Ordinance Aggregate Policy Kiribati National Fisheries Policy</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Mineral Division Staff • HODs • Ministry of Fisheries and Marine Resources Development Staff <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Reports, briefings and cabinet papers • staff matters • Budget • Other SPC GSD related activities 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Kiribati National Expert Group • Island Councils • Local Communities • Schools • SPC GSD • ESAT-TACL • FSPK • OB <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Reports and briefings
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ KDP/KPA: 	

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"> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Project Management	Develop new project proposals for Inshore Activities and work program	No of proposals and funded projects
	Provide from time to time Inshore work programme including any briefings, scientific or technical papers to the Director	Briefings and updates
Capacity Building	Assist in the development of training needs that supports the Inshore activities and work program	Technical assistance and trainings
	Negotiate with international donor countries and organizations with regard to assisting Mineral Divisions work programme in obtaining relevant funding for the Divisions work programmes.	No. of meeting reports No of funded projects
	Serve as an advocate for Mineral Divisions issues and represent Mineral Division at national, high level regional and international meetings and forums	No of meeting reports
Sharing and exchanging of information	Establish and maintain national, regional and international partnership networks and coordinate technical and scientific support mechanisms, which fall within the ambit of the Mineral Divisions work programme	Network and technical support mechanisms
Management	Provide technical advice and support to the Director on Inshore matters	Briefing and advice
Technical mapping to support decision making and the management of fisheries and marine resources	Provide assistance to stakeholders in related GIS matters (i.e. Marine Spatial Planning-zoning, mapping of Fisheries data etc)	No. of assistance provided and map products
	As required be able to provide an appropriate level of guidance and assistance in one or more of the key areas	Non-living resources assessments, use and monitoring

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	<p>non-living resources assessment and use, monitoring change in the non-living resources.</p> <p>Perform any other duties as assigned by the Director and Permanent Secretary</p>	
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Securing funding to support Inshore Project Activities and Work Programs 	<p>11.1 PQR (Position Qualification Requirement): Education: Degree in Bachelor of Science Earth Science/Geology</p> <p>Experience: 3 years post degree work experience in Mineral Division, Job Training: Management and leadership, as well as relevant technical fields</p> <p>Prerequisite: NA</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> ○ Should have knowledge on program and project management and added advantage of working with donors. ○ Natural resource assessment and use in islands, the ecosystems based approach to management, and ocean governance in the Pacific ○ Leadership and management skills <p>2. Skills:</p> <ul style="list-style-type: none"> ○ Compute skills

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	<ul style="list-style-type: none">○ Management and leadership skills3. Attributes○ Efficient and Effective○ Innovative and proactive○ Approachable○ Ability to take initiative and work without supervision
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