

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

|  |  |                                     |
|--|--|-------------------------------------|
| <b>1. Ministry:</b> Ministry of Information, Communication & Transport   |  |                                     |
| <b>2. Position Title:</b> Marine Officer<br>(Environment Compliance & Enforcement Officer)   | <b>3. Salary Level:</b> L6-5                 | <b>4. Division:</b> Marine Division |
| <b>5. Reports To:</b>  | <b>6. Direct Reports:</b> Director of Marine |                                     |
| <b>7. Primary Objective</b><br>The primary objective of the Marine Environmental Compliance & Enforcement Officer (Marine Officer) is to safeguard the marine environment and its resources through diligent enforcement of marine environmental laws, regulations, and policies. This includes monitoring activities, investigating violations, promoting conservation, responding to emergencies, and collaborating with other relevant agencies.<br>The Marine Officer is answerable to the Director of Marine and is responsible for ensuring compliance with National Maritime Laws and Regulations, as well as International Maritime Conventions, Protocols, Codes, Conditions, Rules, and Standards, including the MARPOL conventions and greenhouse gas (GHG) emissions regulations.<br>In addition, the Officer is tasked with enforcing the National Action Plan on the Prevention of Marine Oil Spills within Kiribati waters. As required, the Marine Officer may also undertake additional technical and administrative duties as assigned by the Director of Marine, with the aim of preserving and protecting the valuable marine resources of Kiribati. The Officer may also conduct inspection and survey of ships to ensure compliance with relevant regulations. |  |                                     |

|  |
|--|
| <b>8. Position Overview</b><br>The Marine Environmental Compliance and Enforcement Officer is responsible for enforcing marine environmental laws, regulations, and policies in order to protect and preserve the marine environment and its resources.<br>The Officer is also responsible for responding to emergencies and collaborating with other relevant agencies to promote conservation efforts. Additionally, the Officer is responsible for ensuring compliance with the MARPOL conventions, greenhouse gas (GHG) emissions regulations, and conducting inspections and surveys of ships to ensure compliance with relevant regulations. The Officer will also be responsible for developing and managing GHG policy related to maritime activities. |
|--|

*This 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.*

|                                    |                                  |
|------------------------------------|----------------------------------|
| <b>Approved by:</b> Secretary MICT | <b>Date of Issue:</b> 02.01.2023 |
|------------------------------------|----------------------------------|

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

|   |   |
|---|---|
| <p><b>9. Financial:</b></p> <ul style="list-style-type: none"> <li>• Equipment and Supply Costs</li> <li>• Travel Expenses</li> <li>• Training and Professional Development</li> <li>• Operating Costs</li> </ul>   | <p><b>10. Legal:</b></p> <p>Maritime Act 2017 (as amended), Maritime Regulations, Maritime Conventions, Maritime Codes, Maritime Protocols ratified by Kiribati, Kiribati National Action Plan on Prevention of Marine Spill (NatPlan) and other relevant International Environment, Regional and National Legislations and Regulations</p>   |
| <p><b>11. Internal Stakeholder:</b></p> <ul style="list-style-type: none"> <li>• Maritime Units within the Marine Division</li> <li>• Account Division – MICT</li> <li>• Administration Division - MICT</li> </ul>  | <p><b>12. External Stakeholder:</b></p> <ul style="list-style-type: none"> <li>• Island Councils</li> <li>• Ministry of Internal Affairs - (MIA)</li> <li>• Ministry of Infrastructure and Sustainable Energy – (MISE)</li> <li>• Ministry of Fisheries and Marine Resources Development</li> <li>• MELAD - ECD &amp; Lands Management Division</li> <li>• Kiribati Ports Authority</li> <li>• Tarawa Shipyard</li> <li>• Diving Service Providers</li> <li>• Kiribati Ship Owners Association (KISOA)</li> <li>• International Maritime Organization (IMO)</li> <li>• South Pacific Regional for Environmental Pollution Program (SPREP)</li> <li>• United Nations Environment Programme (UNEP)</li> </ul> |
| <p><b>13. . To be referred to Manager</b></p> <ul style="list-style-type: none"> <li>• Complex non-compliance issues</li> <li>• Policy decisions and review related to maritime laws and regulations.</li> <li>• Review of Kiribati NatPlan</li> <li>• Significant enforcement actions</li> <li>• Inter-agency coordination</li> <li>• Resource allocation</li> </ul> | <p><b>14. Without referral to manager:</b></p> <ul style="list-style-type: none"> <li>• Monitoring and inspections</li> <li>• Documentation and record keeping</li> <li>• Outreach and education</li> <li>• Technical and administrative tasks</li> </ul>   |

*This 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.*

Approved by: Secretary MICT

Date of Issue: 02.01.2023

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

| <ul style="list-style-type: none"> <li>• Strategic planning: Ministerial Strategic Plan – MSP and Ministerial Operational Plan – MOP</li> <li>• Setting goals and objectives, developing plans and programs, and monitoring and evaluating performance.</li> </ul> |   |   |
|--|---|---|
| <b>15. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>                   |   |   |
| Key Result Area/Major Responsibilities   | Major Activities/Duties   | Performance Measures/Outcomes   |
| <ul style="list-style-type: none"> <li>- Key Area 1:<br/>Marine Environmental Compliance and Enforcement</li> </ul>  | <ul style="list-style-type: none"> <li>- Monitor and investigate activities that may be harmful to the marine environment</li> <li>- Enforce National Maritime Laws and Regulations, International Maritime Conventions, Protocols, Codes, Conditions, Rules, and Standards related to marine environmental protection, including the MARPOL conventions and greenhouse gas (GHG) emissions regulations</li> <li>- Conduct inspections and surveys of ships to ensure compliance with relevant regulations</li> </ul> | <ul style="list-style-type: none"> <li>- Effective monitoring and investigation of activities harmful to the marine environment</li> <li>- Effective enforcement of National Maritime Laws and Regulations, International Maritime Conventions, Protocols, Codes, Conditions, Rules, and Standards related to marine environmental protection, including the MARPOL conventions and greenhouse gas (GHG) emissions regulations</li> <li>- Effective conduct of inspections and surveys of ships to ensure compliance with relevant regulations</li> </ul> |
| <ul style="list-style-type: none"> <li>- Key Area 2:<br/>Promotion of Conservation</li> </ul>  | <ul style="list-style-type: none"> <li>- Collaborate with other relevant government agencies, regional and international organizations, and stakeholders to promote conservation efforts to greener and sustainable energy</li> </ul>   | <ul style="list-style-type: none"> <li>- Effective collaboration with other relevant government agencies, international organizations, and</li> </ul>   |

*This 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.*

Approved by: Secretary MICT

Date of Issue: 02.01.2023

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

|  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"> <li>- Provide technical advice on marine environmental conservation.</li> </ul>  | <ul style="list-style-type: none"> <li>stakeholders to promote conservation efforts</li> <li>- Effective provision of technical advice on marine environmental conservation</li> </ul>   |
| <ul style="list-style-type: none"> <li>- Key Area 3:<br/>Emergency Response</li> </ul>                         | <ul style="list-style-type: none"> <li>- Respond to marine environmental emergencies</li> <li>- Coordinate emergency response activities with other relevant government agencies, regional and international organizations, and stakeholders</li> </ul>             | <ul style="list-style-type: none"> <li>- Effective response to marine environmental emergencies</li> <li>- Effective coordination of emergency response activities with other relevant government agencies, regional and international organizations, and stakeholders</li> </ul>                      |
| <ul style="list-style-type: none"> <li>- Key Area 4:<br/>Capacity Building and Training Performance</li> </ul> | <ul style="list-style-type: none"> <li>- Develop and implement capacity-building and training programs related to marine environmental compliance and enforcement</li> <li>- Conduct training and awareness-raising activities for relevant stakeholders</li> </ul> | <ul style="list-style-type: none"> <li>- Effective development and implementation of capacity-building and training programs related to marine environmental compliance and enforcement</li> <li>- Effective conduct of training and awareness-raising activities for relevant stakeholders</li> </ul> |
| <ul style="list-style-type: none"> <li>- Key Area 5:<br/>Reporting and Documentation</li> </ul>                | <ul style="list-style-type: none"> <li>- Maintain accurate and up-to-date records of marine environmental compliance and enforcement activities</li> <li>- Prepare regular reports on marine environmental compliance and enforcement activities</li> </ul>         | <ul style="list-style-type: none"> <li>- Accurate and up-to-date records of marine environmental compliance and enforcement activities</li> <li>- Regular reports on marine environmental compliance and enforcement activities</li> </ul>   |
| <b>16. . Key Challenges</b>  |   | <b>17. Selection Criteria</b>  |

*This 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.*

Approved by: Secretary MICT

Date of Issue: 02.01.2023

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

- Ability to work outside normal working hours.
- At times, working at odd unconditional environment and in balancing the need for effective marine environmental compliance and enforcement with the need to maintain productive and sustainable use of the marine environment and its resources.
- Management of the GHG Policy
- Keeping up to date with the latest national and international Marine environmental Conventions, laws, regulations, and policies
- Data Management and Analysis of Enforcement Compliance
- Management of meeting schedule with National, Regional & International Partners
- Managing competing priorities and limited resources
- Report writing including Accident investigation report
- Extra tasks delegated by the Director of Marine
- Ensuring effective collaboration with other relevant government agencies, regional and international organizations, and stakeholders

**17.1 PQR (Position Qualification Requirement):**

**1. Education:**

- Minimum of Class 3 Foreign Going Certificate of Competency (Deck or Engine) from a Recognized Maritime Safety Authority or
- Bachelors Degree in Environmental Science or a recognized related field

**Preferrable:**

- Bachelor's Degree of Applied Science (Nautical Science) or
- Master Mariner Class 1 or 2 or
- Marine Engineer Class 1 or 2

**2. Professional Experience:**

- At least a minimum of 2 years of experience as Marine Officer or Engineer of the Watch on foreign going vessels (OOW) or
- A minimum of 5 years of experience in marine environmental compliance and enforcement, including experience with the MARPOL conventions and
- Knowledge of National Maritime Laws and Regulations, International Maritime Conventions, Protocols, Codes, Conditions, Rules, and Standards related to marine environmental protection with
- Strong technical writing and communication skills

**3. Job Training**

vessel inspections and investigations, marine safety and security, responding to spills and other environmental emergencies, pollution prevention & control, job training on environmental law

*This 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.*

Approved by: Secretary MICT

Date of Issue: 02.01.2023

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

|  |   |
|--|---|
|  | <p>and managing data and records related to environmental compliance.</p> <p><b>4. Pre-requisite (during application)</b><br/>Original Certificates<br/>A curriculum vitae<br/>Police Clearance of not more than 1 month old</p> <p><b>5. Pre-requisite (during the Interview)</b><br/>A valid Medical Report (Marine Division approved Medical Form)</p>   |
|  | <p><b>17.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"><li>- Strong leadership, management, and supervisory skills</li><li>- Excellent interpersonal and communication skills</li><li>- Ability to work effectively with a variety of stakeholders.</li><li>- Attention to detail and ability to work under pressure</li><li>- Demonstrated ability to adapt to changing circumstances</li><li>- Clean Police Clearance with a validity not exceeding 3 months</li></ul> |

*This 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.*

**Approved by: Secretary MICT**

**Date of Issue: 02.01.2023**