

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Senior Biodiversity Conservation Officer (Biodiversity Conservation Unit))	3. Salary Level: 9-7	4. Division: Environment and Conservation Division.
5. Reports To: PM, DDECD, DECD – ECD	6. Direct Reports: <i>(Write No. & Position Title: PM (Biodiversity Conservation Unit)</i>	
7. Primary Objective of the Position: To assist the PM (BCU and CC) and the ECD management in implementing biodiversity activities in order to meet obligations under the Environment Act (Amendment) 2007 and the Recreational Reserves Act 1996, the Convention on Biological Diversity and other biodiversity related conventions/agreements		

8. Position Overview	
9. Financial: \$11,180.00 - \$12,818.00	10 Legal: Environment Act (Amendment) 2007 and Recreational Reserves Act 1996
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Deputy Director • Senior Environment Officers • Climate Change officers • Environment Inspectors • Development and Control Officers • Waste Management Officers • Environment Outreach Awareness Officers <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Work plan • Advices on biodiversity matters • Advices and recommendations on the biodiversity related conventions/protocols that Kiribati is yet to be party to • Progressive reporting requirements 	12. External Stakeholders: <ul style="list-style-type: none"> • Government Ministries • General Public/NGOs/local communities • Regional organizations responsible to provide technical advices. <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Activities that stakeholders would involve in • Activities and updates that stakeholders would contribute to in order for Kiribati to meet its obligations under the biodiversity related activities • Activities from line ministries, NGOs, businesses and local communities that would need BCU staff to participate in • Any issues encountered with stakeholders/local communities • Unclear advices and poor customer services • Any other matters that cannot be dealt with the Environment Act (Amendment) 2007 and the Recreational Reserves Act 1996

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"> • Leave plan • Personal conflicts 		
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <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
<p>Improvement in the implementation and enforcement of the Recreational reserves Act 1996 and its regulation in designated reserve areas in South Tarawa</p>	<p>Implement the recreational reserves act and its regulation in designated recreational reserve areas in South Tarawa</p>	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> • No. of cases found breaching the act and the regulation <p>Outcomes</p> <ul style="list-style-type: none"> • Improved implementation and enforcement of the reserves act and its regulation
<p>Improvement in the management and development of the reserve areas</p>	<p>Develop and implement management and development plans for recreational reserves areas</p>	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> • The reserve areas is organized and cleaned • Less complaints from the public on the reserve areas and its management <p>Outcomes</p> <ul style="list-style-type: none"> • Improved management and development of the reserve areas
<p>The communities are well informed on establishment of community based driven protected areas and conservation and management plans</p>	<p>Give guidance and advice on developing community based driven protected areas establishment (biopama) and mapping of protected areas for all interested people in Tarawa and Outer Islands</p>	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> • Number of community based driven protected areas established • Number of protected areas

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<p>The database for the protected areas is updated</p>	<p>Give guidance and advice on community based conservation and management plans to interested communities in Tarawa and Outer islands</p>	<p>mapped</p> <ul style="list-style-type: none"> • Number of conservation and management plans established <p>Outcomes</p> <ul style="list-style-type: none"> • Improved community based approach and outreach • Improved database for the protected areas
<p>The inventory list for native plants and marine species is updated</p>	<p>Develop and maintain Inventory list of native plant and marine species and status for all islands in Kiribati</p>	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> • Number of native plants and marines species included in the inventory list <p>Outcome</p> <ul style="list-style-type: none"> • Updated inventory list for native plants and marine species
<p>Improvement of enforcement on protected areas and ecosystems</p>	<p>Assist the EIU on enforcing the protected areas and ecosystems (coral reef, mangroves, seagrass) in all islands in Kiribati</p>	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> • Number of cases found breaching the provisions for protected areas and ecosystems <p>Outcome</p> <ul style="list-style-type: none"> • Improved enforcement on the protected areas and ecosystems
<p>Improvement in the biodiversity outreach programs</p>	<p>Assist in outreach programs and designing and developing outreach materials related to biodiversity</p>	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> • Number of outreach programs conducted • Number of outreach materials related to biodiversity designed, developed and produced

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		<p>Outcome</p> <ul style="list-style-type: none"> Improved biodiversity outreach programs
Improvement in meeting Kiribati's obligations under the biodiversity related MEAs	Implement obligations under the biodiversity related MEAs (reporting, decisions, etc)	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> Number of national reports drafted and submitted to the biodiversity related MEAs that Kiribati is party to Number of activities conducted in country that contribute to the implementation of Kiribati's obligations under the biodiversity related MEAs that Kiribati is party to <p>Outcome</p> <ul style="list-style-type: none"> Improved performance in meeting obligations under the biodiversity related MEAs that Kiribati is party to
updated EMIS, CHM, and BCH with biodiversity information	Feed and update EMIS, CHM and BCH with biodiversity information	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> Types of biodiversity information provided to the EMIS, CHM and BCH <p>Outcome</p> <ul style="list-style-type: none"> Improved and updated EMIS, CHM and BCH with biodiversity information
Management of administrative matters of the Unit	Develop briefing and cabinet paper Develop workplan and budget Prepare and submit progressive reports	<p>Performance Indicators/measures:</p> <ul style="list-style-type: none"> Progressive report is submitted

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	<p>Perform any other tasks assigned by Officer in Charge of ECD</p>	<p>to the ECD management</p> <ul style="list-style-type: none"> • Unit’s workplan and budget is developed submitted • Briefings and cabinet paper required is submitted • Recommendations for Kiribati to become parties to the new biodiversity related agreements/protocols are made • No. of meetings Biodiversity staff attended • No. of meetings Biodiversity staff organized and coordinated • No. of TAs accommodated and assisted by BCU • Government, NGO and community biodiversity initiatives in Tarawa and outer islands are supported by BCU • 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
	<p>Analyse and provide recommendation for Kiribati to become parties of the new biodiversity related agreements and protocols</p>	
	<p>Represent ECD in any meetings related to biodiversity matters</p>	
	<p>Act as local counterpart for any TAs assigned to BCU</p>	
	<p>Coordinate biodiversity related committee meetings</p>	
	<p>Provide support to government, NGO and community biodiversity related initiatives in Tarawa and outer islands</p>	
	<p>Ensure that the Security Firm’s services as per contract of agreement with the Ministry is satisfactory</p>	

10. Key Challenges	11. Selection Criteria
KEY CHALLENGES.	11.1 PQR (Position Qualification Requirement):

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<ul style="list-style-type: none">• Staff turn-over• Insufficient operational budget• Unavailability of office equipment• Inadequate support from the stakeholders – this need admin support and assistance	<p>Education: A bachelor’s degree in Environmental Science or environmental management related fields, preferably biodiversity related fields</p> <p>Experience: 2 years post degree work experience in middle management level.</p> <p>Job Training: should have undergone short trainings on biodiversity related fields</p> <p>Prerequisite: to be eligible for this position, the post-holder should at least have obtained a degree on Environmental Science or environmental-related fields system, preferably biodiversity related fields and should have undergone on the job training on any biodiversity related fields.</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">• Should have good knowledge on environment management skills.• Mature in his/her approach.• Good communications skills• Good personality – social and respectful.• Computer literate.• Have a good command in both English and Kiribati speaking and writing skills• Good leadership skills• Good analytical skills• Capability to handle conflicts

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