

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: MICTTD		
2. Position Title: Assistant MARPOL Compliance and Monitoring Officer	3. Salary Level: 11-10/9-7	4. Division: Marine Department - MICTTD
5. Reports To: Marine Officer MARPOL (Environmental compliance and enforcement Officer)	6. Direct Reports To: Director of Marine (DoM)	
7. Primary Objective of the Position: The Shipping Compliance and Monitoring Officer supports the enforcement of the International Convention for the Prevention of Pollution from Ships (MARPOL) within Kiribati's maritime zones and ports. Under the supervision of the Marine Officer (Environmental Compliance and Enforcement), this role focuses on monitoring compliance with all six MARPOL annexes, which address pollution from oil, noxious substances, packaged harmful goods, sewage, garbage, and air emissions. Key responsibilities include conducting vessel inspections, verifying records, collecting samples, investigating pollution incidents, and assisting in pollution response efforts. The position also supports the enforcement of marine environmental laws under the Maritime Act 2017 and ensures compliance by both domestic and foreign-flagged vessels operating under the Kiribati flag. With increasing maritime activity, the Shipping Compliance and Monitoring Officer enhances the Marine Division's capacity to prevent pollution, enforce regulations, and protect Kiribati's marine environment. The role also contributes to awareness, training, and reporting, enabling the Marine Officer to focus on policy and regulatory functions. To support the enforcement of MARPOL and other marine environmental regulations through inspections, compliance monitoring, pollution investigations, training delivery, and stakeholder engagement.		

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.

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8. Position Overview		
9. Financial: - Equipment and Supply Costs - Travel Expenses - Training and Professional Development - Operating Costs	10 Legal: 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 Environmental, Regional and National Legislations and Regulations.	
11. Internal Stakeholders: - Maritime Units within the Marine Division - Account Division – MICT - Administration Division MICT - Marine Staff	12. External Stakeholders: - Island Councils - Ministry of Internal Affairs - (MIA) - Ministry of Infrastructure and Sustainable Energy (MISE) - MELAD – ECD and Lands Management Division - Kiribati Port Authority - Tarawa Shipyard - Diving Service Providers - Kiribati Ship Owners Association (KISOA) - International Maritime Organization (IMO) - South Pacific Regional Environment Program (SPREP) - United Nations Environment Programme (UNEP)	
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)		
- KDP/KPA: - MOP Outcome: - Divisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1: Marine Environmental Compliance & Enforcement	- Conduct inspection and surveys of local and foreign vessels for MARPOL Annex 1-VI compliance - Investigate reported or suspected pollution incidents	Effective monitoring and enforcement of National Maritime Act and Regulations, MARPOL Convention including related Regional and International Conventions, protocols, Codes, Conditions, Rules, and

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	- Support legal processes and provide technical input in enforcement	Standards related to Marine protection, including the MARPOL conventions and greenhouse gas (GHG) emissions regulations. Effective conduct of inspections and surveys of ships to ensure compliance with relevant regulations
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Key Area 2: Conservation and Sustainability Initiatives	- Assist in the implementation of marine conservation projects in collaboration with national, regional, and international partners.	Active participation in marine conservation projects and measurable contributions to project implementation. Effective collaboration with national, regional, and international partners demonstrated through joint activities and progress reports. Integration of conservation objectives into compliance and monitoring activities.
Key Area 3: Emergency Response	- Respond to illegal discharges and marine pollution emergencies. - Coordinate with relevant stakeholders during emergency response operations.	Timely and effective response to illegal discharges and pollution incidents in accordance with national response protocols. Clear coordination with relevant agencies during emergencies, evidenced by communication logs and post-incident reports. Participation in emergency drills and readiness assessments to maintain operational preparedness.
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Key Area 4: Capacity Building & Stakeholder Awareness	- Organize and deliver training sessions related to marine environmental compliance. - Conduct outreach and awareness activities with maritime stakeholders.	Successful organization and delivery of training sessions with participant feedback indicating increased understanding of compliance requirements.

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		Number and reach of outreach activities conducted with maritime stakeholders, with documented outcomes. Increased stakeholder compliance and engagement as a result of awareness initiatives.
Key Area 5: Reporting and Documentation	- Maintain and update compliance and enforcement records. - Prepare reports on enforcement trends and environmental performance. - Support timely national reporting to the International Maritime Organization (IMO).	Accurate and up-to-date maintenance of compliance and enforcement records. Timely submission of enforcement and performance reports to management and relevant authorities. Quality and punctuality of national reports submitted to the IMO and other international bodies.

10. Key Challenges	11. Selection Criteria
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 GHG Policy Response to marine spill	11.1 PQR (Position Qualification Requirement): Education: Bachelors Degree in Environmental Science or related fields 11.2 Key Attributes (Personal Qualities): 1. Knowledge: English knowledge, Computer Literate 2. Skills: Excellent interpersonal and communication skills, active listener, reading comprehension, social perceptiveness.

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	3. Attributes: an inquisitive mind with attention to detail good written communication skills, efficient, effective, innovative, transparent, approachable, cooperative, fair and non-discriminative, hardworking and dedicated, consistent, considerate and interested in to work with a variety of people, Clean Police Clearance with a validity not exceeding 3 months
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