

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

<b>1. Ministry:</b> Ministry of Fisheries and Marine Resources Development		
<b>2. Position Title:</b> Environment Assurance Officer	<b>3. Salary Level:</b> L9-7	<b>4. Division:</b> Mineral Division
<b>5. Reports To:</b> Principle Mineral officer (Offshore)	<b>6. Direct Reports:</b> <i>Principle Mineral officer</i>	
<b>7. Primary Objective of the Position:</b> For prospective revenue generation		

<b>8. Position Overview</b>	
9. Financial: Up to \$4,143.00	10 Legal: National Condition of Service Marine Scientific Research Guideline DSM legislations UNCLOS Mineral Licensing Ordinance Marawa Agreements
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>Mineral Division Staff</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>Update and briefings on Marawa Board and other programs</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>Marawa Board</li> <li>ECD committees</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>Minute of the Marawa Board meetings</li> <li>Updates on ECD committees</li> </ul>
<b>13. 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> </ul>	

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<b>▪ Divisional/Departmental/Unit Plan:</b>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
	To work with Offshore Minerals Officer and legal adviser in ensuring compliance of Deep Sea Minerals Activities with national, regional and international rules, standards and requirements.	Number of explorations and reports within EEZ and area of interest in the Clipperton zone.  Revenue generated from DSM No. of Marawa board meetings
	Provide technical advice to the Principle Mineral Officer (offshore) on matters pertaining to activities on minerals	No. of updates and briefings
	Establish and maintain national, regional and international partnership networks and coordinate technical and scientific programs related to DSM	Network, technical and scientific programs
	Implement National Deep Sea Minerals Policy and Deep sea minerals Act within and beyond Kiribati EEZ.	Deep sea minerals Policy, deep sea minerals act, management plan etc
	To coordinate national efforts in ensuring monitoring and compliance of seabed minerals activity within and beyond Kiribati EEZ	No. of Stakeholder meeting, compliance and monitoring reports
	Establish and manage the designation and allocation of Titles and maintain records of Titles granted and the blocks or cells of seabed to which they relate	Blocks system
	Develop standards and guidelines for Seabed Mineral Activities and provide advice and guidance	Guideline and standards, No. of researches and reports
	To work with legal adviser in conducting due diligence enquiry into applicant prospectors, licensees or sponsored parties	
	Coordinate technical advisory committee for evaluating and scrutinizing applications for deep sea minerals activities	No. of meetings, evaluation reports

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	Prepare prospecting permits, licenses and sponsorship certificates	
	Cooperate with Department of Environment in the conduct and review of Environmental Impact Assessments for Seabed Mineral Activities	
	Determine and advise principal minerals officer whether applications are to be permitted or not and on what terms	Potential areas for mineral explorations within Kiribati EEZ
	Receive and assess reporting documents from Title Holders	Committees/working group
	Provide appropriate technical advice, interventions, skills and qualifications, as required by mineral management	
	Participate and ensure that marine scientific researches and explorations are carried out in both the Kiribati EEZ and area of interest in the Cliperton Zone	Reports, no of research and explorations carried out
	Assist in the undertaking of other mineral division programmes	Reports of programs involved in
	Undertake other duties as requested by the director of minerals and the permanent secretary	Adhoc activities

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• DSM is a very new venture and very technical</li> <li>• Boarding research and exploration vessels</li> <li>• The duration of researches and explorations may be very long and might affect other programmes implemented by the officer</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Degree in marine science majoring in earth science or marine geology are desirable</p> <p><b>Experience:</b> 2 years of relevant work experience in minerals is preferred</p> <p><b>Job Training:</b> Mineral Lab Analysis</p>

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	<b>Prerequisite:</b> Practical understanding of Mineral resources management
	<b>11.2 Key Attributes (Personal Qualities):</b> <b>1. Knowledge</b> <ul style="list-style-type: none"><li>○ Knowledge of the United Nations Law of the Sea will be an advantage.</li><li>○ Ability to take initiative and work without supervision</li></ul> <b>2. Skills:</b> <ul style="list-style-type: none"><li>○ Strong analytical and problem solving skills</li><li>○ Oral and written communication skills in both Kiribati and English language.</li></ul> <b>3. Attributes</b> <ul style="list-style-type: none"><li>○ Demonstrated ability to take initiative and work without supervision</li><li>○ Aptitude for the provision of high quality service</li><li>○ Flexible approach and demonstrated ability to meet deadlines</li><li>○ Ability to work as part of a team, with a high level of interpersonal skills and minimal supervision</li></ul>

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