

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MISE		
2. Position Title: Energy Planner	3. Salary Level: 5	4. Division: Energy Planning Unit
5. Reports To Director and Secretary	6. Direct Reports: Director and Secretary	
7. Primary Objective of the Position: All over management of the department dealing with human resource, policy and planning, budgeting and technical adviser on energy to GoK		

8. Position Overview	
<p>9. Financial:</p> <ul style="list-style-type: none"> i) Application and management of donor funded project fund deposited at special account worth around AUD 2 millions. ii) Checking and authorizing payment for the department. iii) Prepare annual recurrent budget for the entire division iv) Develop and finalize project proposals 	<p>10 Legal:</p> <ul style="list-style-type: none"> i) The post holder has to work with NCS for any issues that involve assessment of staff performances, ii) Works closely in accordance to energy related policies and legislations iii) Responsible for legal matters concerning energy developments
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> i) Work closely with KOIL, KSEC, PUB, Line Ministries and NGO and related energy stakeholders. <p>To be referred to Manager:</p>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> i) GoK representative to regional and international energy related agencies ii) Coordination, management, implementation and reporting of donor funded projects.
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ KDP/KPA: 	

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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<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
<ul style="list-style-type: none"> i) Fostering the increased utilization of renewable energy development and energy efficiency. ii) Promoting the affordable and applicable conventional energy supply and demand management plans iii) Promoting affordable and secure petroleum fuel supply 	<ul style="list-style-type: none"> i) Develop and manage renewable energy and energy efficiency plans and strategies applicable and sustainable for the country need. ii) Develop project proposals for the transition to secure and sustainable carbon free energy supply. iii) Development of applicable legislations, regulation for the energy sector iv) Developing plans for a secure and affordable fuel supply. 	<ul style="list-style-type: none"> i) Percentage of growth for renewable energy and energy efficiency projects commissioned. ii) Energy legislations and regulation enacted. iii) Affordable and secure fuel supply.
Policy, Planning and Coordination	<ul style="list-style-type: none"> i) Develop implementation plans of the Kiribati Integrated Energy Roadmap (KIER) and Kiribati National Development Contribution (NDC). ii) Coordinate the implementation of energy projects, appropriate policy, strategic and systematic planning mechanism, iii) Co-ordinate the implementation of regional energy related activities in line with the Kiribati National Energy Policy and Legislations 	<ul style="list-style-type: none"> i) KIER and NDC sub projects completion in numbers ii) Long term energy plans and strategies published.

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> i) Be able to work on his/her own in achieving goals of the 	<p>15.1 PQR (Position Qualification Requirement): Education: The post holder must possess at least a Master in Energy OR a</p>

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<p>workplace</p> <p>ii) Be able to foster work spirit and smoothly work with subordinate staff</p> <p>iii) Be accurate and fair in decision makings</p>	<p>Degree in electrical/engineering/technology program or a degree in Science majoring in Physics and Maths</p> <p>Experience: The post holder must have at least 5 years work experience in energy field or related fields</p> <p>Prerequisite:(Pre-condition/Essential/Must)</p>
	<p>15.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge Statistical knowledge in analyzing data and to identify unrealistic data for data improvement. Ability to foresee energy patterns in the future for planning and decision makings</p> <p>2. Skills: The post holder should be able to work efficiently with computers and should have knowledge on economics and statistical analysis using tools provided in computers.</p> <p>3. Attributes:</p>

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