



VACANCY CLEARANCE FORM

To: Secretary, MLHRD	File Ref: 3/13
Attn: NER Officer	Date: 10/08/22
Cc:	
From: Secretary, PSO	

MINISTRY VACANCY CLEARANCE REQUEST DETAILS				PSO VACANCY & PQR CLEARANCE		
Position Title	Salary Level	No. of Vacancy	Position PQR	Clearance is for? (tick)		HRMC PQR Clearance: PQR is in line with PQR Framework? (tick)
				Contract Appointment	Permanent Appointment	
1. Oceanographer	L11-10/9-7	1	At least Bachelor of Meteorology or Oceanography or BSc in Physics & Mathematics or Marine Science with Meteorologist qualification which satisfy WMO BIP-M from any WMO recognizes institutions or Bachelor of Science with at least 1 year relevant experience in oceanography related services.	V		YES
2. Senior Climate Change Officer	L6-5	1	Degree – preferably at post-graduate level-in Climate Change/ environment/ sustainability with 3 years relevant working experience in middle to senior management position.	V		


Officer Name: Mrs laou Kanimako	Position Title: Ag. Deputy Secretary (Senior Clerk)	Ministry stamp:	PSO receiving stamp:	IT Officer Name:	HRM Name:
Officer Signature: 	Date: 10 th August, 2022			Signature:	Post Title:
				Date:	Signature:
					Date:

TABLE 1:

TABLE 2 – Finalization of PQR

Post Title	Amended/Final PQR	Was the PQR Waived?		Reasons for Waiving the post PQR	Name of Counterpart in Ministry
		No	Yes		
1.					
2.					

Signature: _____

Name: _____

Date: _____

PSO Stamp: _____

For Secretary, PSO

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of Te Beretitenti	3. Salary Level: 11-10/9-7	4. Division: Kiribati Meteorological Services
2. Position Title: Oceanographer	6. Direct Reports: Climate and Ocean Service Supervisor	
7. Primary Objective of the Position: The main objective of the Position is to improve service through the provision of physical oceanography products and information as well as involving in post assessment incurred by impacts in Kiribati and to improve work on Tsunami monitoring and early warning system.		

8. Position Overview	
9. Financial:	10 Legal:
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Quality Assurance Officer • Climate officer • Station Technical Officer • Technician • IT Specialist • Forecaster • Senior Meteorological Officer <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Preparation of ocean information. 	12. External Stakeholders: <ul style="list-style-type: none"> • OB & Disaster • Water Department • Fisheries • Environmental Health • Marine Division • Environment and Conservation Division • Phoenix Islands Protected Area Office. • Kiribati National Red Cross Society. • Communities. • Police Maritime Unit <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Issuing information and advised on ocean products and impacts.

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**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: 4 ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: Kiribati Meteorological Service 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Ocean Services</p>	<ul style="list-style-type: none"> • Developing ocean bulletin to be issued to key stakeholders. • Ensure that Tsunami assessment and monitoring tools are in well setup. • Improve awareness on Tsunami risk and early warning system • Preparing post assessment report following time of events. • Responding to client request for ocean information and sea level data. • Liaising and working on common research interest relating to ocean information with other organizations, both local and overseas when the need arises. • Developing working procedures and manuals for ocean products. • Ensure services provided are complying with WMO and IMO standards as well as with 	<ul style="list-style-type: none"> • Number of issued bulletin in an appropriate archiving, filing and backing up system. • Timely early warning during Tsunami warnings • Number of Tsunami ready Islands or communities. • Report submission and feedback from Supervisors, Quality Assurance Officer and Director. • Client satisfactory. • Ocean information usually available whenever required at a national and international level. • Availability of operational procedures for ocean services in Climate Section. • Existing of laws and standards under WMO, IMO, National and

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**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

	National, Regional Strategies.	Regional Strategies or operational hierarchy system/chart in the section.
Administration	<ul style="list-style-type: none"> • Documenting severe events/impacts in Kiribati which are associated with Meteorological and Oceanographic phenomenon. • Assists in staff management and planning within the service. 	<ul style="list-style-type: none"> • Availability of Meteorological impact information that are related with oceans phenomenon. • Administration status

<p>10. Key Challenges</p> <ul style="list-style-type: none"> • A key challenge of the post is learning the terms and tools used. However, a month or two is quite enough to learn everything. Development and improvement base on the experience and hard work. • At peak work times, additional working hours may be required to meet deadlines. Overtime is not payable. • Travel within and outside Kiribati may be required from time to time. • May be required to perform tasks outside the responsibility and scope laid out in this Position Description. 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: At least Bachelor of Meteorology or Oceanography or BSc in Physics & Mathematics or Marine Science with Meteorologist qualification which satisfy WMO BIP-M from any WMO recognizes institutions or Bachelor of Science with at least 1 year relevant experience in oceanography related services.</p> <p>Experience: Any experience in physical oceanography works or in meteorology and climatology is more advantage.</p> <p>Job Training: Wave analysis and modeling.</p> <p>Prerequisite: Applicant should be practical and analytical in the broader context of oceans covering impacts pose on both land and sea environment.</p>
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**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

11.2 Key Attributes (Personal Qualities):

Knowledge

- Customer and Personal Service
- English and Kiribati Language
- Computers literate

Skills:

- In working with Microsoft world, Microsoft excel, email and internet facilities.
- In data analysis and interpretation.

Attributes

- Efficient and Effective
- Innovative
- Approachable and cooperative
- Fair
- Dedicated
- Considerate and respectful

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**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Office of Te Beretitenti		
2. Position Title: Senior Climate Change Officer	3. Salary Level: L 6-5	4. Division: Climate Change Unit- Strategic National Policy Division
5. Reports To: Director - Climate Change	6. Direct Reports: Secretary - OB	
7. Primary Objective of the Position: To provide support to the Secretary, Office of Te Beretitenti, the Secretary to the Cabinet and through them to the President and the Cabinet by providing high level policy advice, administrative support and coordination across Ministries and Public Enterprises on Strategic risk and related issues.		

8. Position Overview	
9. Financial:	10 Legal:
11. Internal Stakeholders: <ul style="list-style-type: none"> • OB staff To be referred to Manager: <ul style="list-style-type: none"> • Procuring new materials including new machines. • Publication of office information to public and media • Major activities to the events/ projects that might require the assistance of extra manpower outside OB. 	12. External Stakeholders: <ul style="list-style-type: none"> • External Stakeholders: • Lines Ministries • NGOs • SOEs • Civil Society Organizations • Faiths Based Organizations Without referred to Manager: <ul style="list-style-type: none"> • Implementation of daily/ routine tasks in line with MOP
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 	


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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GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ol style="list-style-type: none"> Support the provision of information in relation to regional policies and standards pertinent to Climate Change and other related risks Support the coordination of government and public enterprises policies and on issues requiring a whole-of- nation approach and/ or through a holistic approach Provide up to date reports and results of research on issues that may impose and or develop into a risks as it related to Climate change Support the Director on Sectoral Policies development which are consistent with regional and international frameworks relating to climate change and disaster risk reduction Implement all duties related to National Policy and Risk Assessments specifically related to climate change and disaster risk reduction. 	<ol style="list-style-type: none"> Support the Director in achieving deliverables assigned in relation to: <ul style="list-style-type: none"> Analysis and provision of advice on policy proposals to be considered by Cabinet. Support the facilitation of co-ordination across Government Ministries and related stakeholders on issues requiring a whole- of - nation approach in the area of climate change risks. Support research on issues in society that may develop into major national crisis stemming from climate change related impacts. Lead where appropriate research and studies in relation to Adaptation, Mitigation and Resilience activities, projects, policy related outputs. Support the Adaptation Officer and Mitigation Officer in achieving their outputs, where appropriate. Perform any other duty may be assigned by the Director and the Secretary on issues of relevance to climate change and strategic risk management. 	<p>Compilation of inputs towards the Quarterly Progress Reporting of Government Ministries and Public Enterprises performances according to national policies, etc on a quarterly basis</p> <p>Compilation of inputs towards Quarterly Progress reporting of critical issues from Government and Public enterprises on issues requiring a whole- of- nation approach climate change and issues, etc</p> <p>Support the compilation of regular reports and update with Climate Change Adaptation Framework, The Kiribati Joint Implementation Plan, Nationally Determined Contributions, , Regional and International Frameworks and policies relating to Climate Change and Strategic Management.</p> <p>Excellent and timely provision of advise and reports, etc that may be required from time to time</p>


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GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

10. Key Challenges	11. Selection Criteria
<ol style="list-style-type: none"> 1. Obtaining information on a timely basis from Ministries and relevant bodies 2. Obtaining relevant information from stakeholders at the local, regional and international area. 3. Obtaining quality and relevant information from the public 4. Establishing a good database 5. Coordination of activities with other government Ministries, Public Enterprises and the general public 	<p>11.1 PQR (Position Qualification Requirement): Education: Degree – preferably at post-graduate level-in sustainability</p> <p>Experience: 5 years relevant working experience in middle to senior management position.</p> <p>Job Training: Nil</p> <p>Prerequisite: Nil</p> <p>11.2 Key Attributes (Personal Qualities): Knowledge</p> <p>Skills:</p> <ul style="list-style-type: none"> o Excellent communication skills, especially written and spoken and preferably in English o Requires little or no supervision o Good interpersonal and public relation skills <p>Attributes</p> <ul style="list-style-type: none"> o Efficient and Effective o Innovative o Approachable and cooperative o Dedicated o Considerate and respectful

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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