

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

Ministry: Ministry of Environment, Lands, and Agricultural Development		
1. Position Title: Assistant Wildlife Officer	2. Salary Level: 14-12	3. Division: Wildlife Conservation Unit, Environment and Conservation Division
4. Reports To: Project Manager, SEO (WCU), DDECD, DECD	5. Direct Reports: Project Manager	
6. Primary Objective of the Position: To assist and support the field work supervision and ensure effective implementation of the Wildlife Conservation Ordinance Cap 100, and the Environment Act (amended)2017		

7. Position: Overview	
8. Financial:	9. Legal: Wildlife Conservation Ordinance cap 100, Environment Act (amended)2017
10. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Deputy Director • Senior Environment Officers • Biodiversity Conservation Officers • Climate change officers • Chemical waste management officers • Environment Outreach Awareness Officers • Environment Information System Officer To be referred to Manager: <ul style="list-style-type: none"> • Initiatives to improve enforcement • Advices on enforcement protocols and procedures • Progressive reporting requirements • Leave plan • Personal conflicts 	11. External Stakeholders <ul style="list-style-type: none"> • Office of the Attorney General • Kiribati Police Service • Government Ministries • General Public To be referred to Manager: <ul style="list-style-type: none"> • Complaints in regard with the enforcement of wildlife ordinance, environment act • Unclear advices and poor customer service • Any other matters that cannot be dealt with by Assistant Wildlife officer.

This position is funded under the BIOPAMA programme, an initiative of the ACP Group of State financed by the European Union's 11th European Development Fund (EDF), jointly implemented by the International Union for Conservation of Nature (IUCN) and the joint Research Centre of the European Commission (JRC)

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12. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Management of Protected Areas	Prepare weekly, monthly, annual work plan	<p>Performance Indicators/Measures:</p> <ul style="list-style-type: none"> • Field work plan developed and carried out • Progressive report is submitted • Staff performance is improved • Monitoring data developed <p>Outcomes:</p> <ul style="list-style-type: none"> • Improved compliance with Wildlife ordinance • The South East peninsula protected area project activities are implemented in accordance to the objectives
	Collate inputs and provide assistance with preparation of progressive report	
	Provide supervisory role – sea birds monitoring, invasive species management activities	
	Provide technical and advisory role on enforcement matters	
	Take initiatives and identify needs to improve fields enforcement program	
	Monitor field staff performance	
	Conduct monitoring, patrolling, site survey	

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13. Key Challenges	14. Selection Criteria
<ul style="list-style-type: none">• Working outside normal working hours• Long hour drive to the South East Protected areas• Meeting uncooperative & unsupportive group of people at the closed areas.	<p>14.1 PQR (Position Qualification Requirement): Education: A degree in any environmental conservation and management related fields</p> <p>Prerequisite: to be eligible for this position, the post holder should at least have obtained a degree on any environmental conservation and management or related fields.</p> <p>14.2 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 personality – social and respectful• Computer literate• English spoken and writing skills• Good leadership skills• Capability to handle conflicts

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