

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. **Ministry:** Ministry of Environment, Lands and Agricultural Development
2. **Position Title:** Environment licensing officer
3. **Salary Level:** 11-10
4. **Division:** Environment and Conservation Division.
5. **Reports To:** SEO, DDECD, DECD - ECD
6. **Direct Reports:** (Write No. & Position Title: SEO-ECD
7. **Primary Objective of the Position:**
To assist the EIAO to implement the environmental legislation (Environment Act 1999 - amended 2007) and the recent strengthened environmental safeguard system.

8. Position Overview

9. **Financial:** \$9,308 - \$10,946

11. Internal Stakeholders:

- Director
- Deputy Director
- Senior Environment Officers
- Biodiversity Conservation Officers
- Climate Change officers
- Environment Inspectors
- Chemical Waste Management Officers
- Environment Outreach Awareness Officers

To be referred to Manager:

- Initiatives to improve environmental licensing system
- Technical advices on environmental licensing system
- Any other matters that cannot be dealt with by the SEO
- Progressive reporting requirements
- Leave plan

10 **Legal:** Environment Act (Amended) 2007

12. External Stakeholders:

- Environment licence applicants/holders
- Police
- AG's office
- Ministries that work closely with ECD
- Applicants on environmental scientific research

To be referred to Manager

- Issues with Environment Licence applicants/holders
- Any queries raised by Ministries/General public in regard with environment licensing system.
- Payment of environment licence fees
- Any matters relating to environmental scientific research permit

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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- Personal conflicts
- Weekly updates

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA:
- MOP Outcome:
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities

Improvement of environment licensing system

Updating of EIA database

Review of completed development applications and make recommendations

Updated information for court proceedings

Progressive reports produced

Developed brief papers for HM information

Major Activities/Duties

Assist SEO and ELAO to review the environment licensing guidelines

Assist SEO and ELAO to enter environment licence application details in the EIA database

Assist SEO and ELAO to review completed applications and process their Environment Licence.
Assist to arrange for site visits to any development proposals.

Assist SEO and ELAO to gather evidence and provide information for court proceedings.

Assist SEO and ELAO to provide progressive report on a quarterly basis to the ECD management

Assist SEO and ELAO to develop briefing on environmental licensing system for HM whenever is needed by ECD management.

Performance Measures/Outcomes

Revised guideline is in place

Number of environment licence application forms entered in the database.

Number of applications reviewed and processed with Environment Licence.

Number of court proceedings attended.

Number of progressive reports provided annually.

Number of brief paper developed.

10. Key Challenges

- To remain impartial on all development proposals

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

Education: A bachelor's degree in environmental management OR

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submitted.

- Assessing major development projects that have not been carried out in Kiribati before
- Assessing the impacts of coastal developments without coastal engineering expertise
- Patience to deal with individuals as well as community complaints, comments and objections on the development activities proposed.
- The post-holder is required to treat everyone with respect and fairness and without impartiality.
- Pressure to meet the expected date for the development activity to start, in particular, major government projects, especially when the application is submitted late, the needed advice from regional bodies to solidify the technical recommendations for conditions is yet to be received.

environmental engineering or other environmental related field.

Experience: No working experience in the environmental related field is required.

Job Training: Should have undergone short term training courses and on job training on environmental management, reviewing EIA reports, enforcement of the Environment Act.

Prerequisite: to be eligible for this position, the post-holder should at least have obtained an environmental management degree or any other environmental related degree.

11.2 Key Attributes (Personal Qualities):

- Should have good knowledge on environmental management or any other environmental related field.
- 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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