

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<b>Ministry:</b> Ministry of Environment, Lands, and Agricultural Development		
<b>1. Position Title:</b> Senior Wildlife Officer	<b>2. Salary Level:</b> 9-7	<b>3. Division:</b> Wildlife Conservation Unit, Environment and Conservation Division
<b>4. Reports To:</b> Project Manager,(BCCS) DDECD, DECD	<b>5. Direct Reports:</b> Project Manager	
<b>6. Primary Objective of the Position:</b> To manage and supervise the field work and ensure effective implementation of the Wildlife Conservation Ordinance Cap 100, and the Environment Act (amended)2017		
<b>7. Primary Objective of the Position:</b> To assist the Environment & Conservation Division in spearheading the implementation and enforcement of the Environment Act 2021 and Wildlife Ordinance 1977 and its regulations, KIEP 2021-2036 and other related Environment strategies/management plans exists at the island or village level and to act as the Environment focal point of contact on the island.		

<b>8. Position: Overview</b>	
<b>9. Financial:</b>	<b>10. Legal:</b> Wildlife Conservation Ordinance cap 100, Environment Act (amended)2017
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Director</li> <li>• Deputy Director</li> <li>• Senior Environment Officers</li> <li>• Biodiversity Conservation Officers</li> <li>• Climate change officers</li> </ul> <b>To be referred to Manager:</b> <ul style="list-style-type: none"> <li>• Initiatives to improve enforcement</li> <li>• Advices on enforcement protocols and procedures</li> <li>• Progressive reporting requirements</li> <li>• Leave plan</li> <li>• Budget development</li> <li>• Personal conflicts</li> </ul>	<b>12. External Stakeholders</b> <ul style="list-style-type: none"> <li>• Office of the Attorney General</li> <li>• Kiribati Police Service</li> <li>• Government Ministries</li> <li>• General Public</li> </ul> <b>To be referred to Manager:</b> <ul style="list-style-type: none"> <li>• Complaints in regard with the enforcement of wildlife ordinance, environment act</li> <li>• Unclear advices and poor customer service</li> <li>• Any other matters that cannot be dealt with by Assistant Senior Wildlife Officer.</li> </ul>

*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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<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Management of Protected Areas and protected species and enforce the environment act (amended) 2017 and Wildlife Ordinance 1977)	Prepare weekly, monthly, annual work plan	<b>Performance Indicators/Measures:</b> <ul style="list-style-type: none"> <li>• Field work plan developed and carried out</li> <li>• Progressive report is submitted</li> <li>• Staff performance is improved</li> <li>• Monitoring data developed</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>• Improved compliance with Wildlife ordinance</li> </ul>
	Provide trainings or capacity building to WCU staff.	
	Prepare and submit monthly report and quarterly report	
	Prepare schedule for patrolling.	
	Developing and prepare the annual budget.	
	Assist in registry and account work for the office	
	Take initiatives and identify needs to improve fields enforcement program	
	Monitor field staff performance (SPA)	
Conduct monitoring, patrolling, site survey		

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<b>14. Key Challenges</b>	<b>15. Selection Criteria</b>
<ul style="list-style-type: none"><li>• Working outside normal working hours</li><li>• Long hour drive to the South East Protected areas</li><li>• Meeting uncooperative &amp; unsupportive group of people at the closed areas.</li></ul>	<p><b>15.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> 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><b>15.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"><li>• Should have good knowledge on environment management skills</li><li>• Mature in his/her approach</li><li>• Good personality – social and respectful</li><li>• Computer literate</li><li>• English spoken and writing skills</li><li>• Good leadership skills</li><li>• Capability to handle conflicts</li></ul>

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