

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Environment, Lands and Agricultural Development		
<b>2. Position Title:</b> Biodiversity Conservation Officer	<b>3. Salary Level:</b> 11-10	<b>4. Division:</b> Environment and Conservation Division.
<b>5. Reports To:</b> SBCO,PM, DDECD, DECD – ECD	<b>6. Direct Reports:</b> <i>(Write No. &amp; Position Title: BCO</i>	
<b>7. Primary Objective of the Position:</b> To assist the SBCO (BCU), PM (BCU and CC) and the ECD management in implementing biodiversity activities in order to meet obligations under the Environment Act (Amendment) 2007 and the Recreational Reserves Act 1996, the Convention on Biological Diversity and other biodiversity related conventions/agreements		

<b>8. Position Overview</b>	
<b>9. Financial:</b> \$9,3088.00 - \$10,948.00	<b>10 Legal:</b> Environment Act (Amended) 2007and Recreational Reserves Act 1996
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Director</li> <li>• Deputy Director</li> <li>• Senior Environment Officers</li> <li>• Climate Change officers</li> <li>• Environment Inspectors</li> <li>• Development and Control Officers</li> <li>• Waste Management Officers</li> <li>• Environment Outreach Awareness Officers</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Work plan</li> <li>• Advices on biodiversity matters</li> <li>• Advices and recommendations on the biodiversity related conventions/protocols that Kiribati is yet to be party to</li> <li>• Progressive reporting requirements</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Government Ministries</li> <li>• General Public/NGOs/local communities</li> <li>• Regional organizations responsible to provide technical advices.</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Activities that stakeholders would involve in</li> <li>• Activities and updates that stakeholders would contribute to in order for Kiribati to meet its obligations under the biodiversity related activities</li> <li>• Activities from line ministries, NGOs, businesses and local communities that would need BCU staff to participate in</li> <li>• Any issues encountered with stakeholders/local communities</li> <li>• Unclear advices and poor customer services</li> <li>• Any other matters that cannot be dealt with the Environment Act (Amendment) 2007 and the Recreational Reserves Act 1996</li> </ul>

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<ul style="list-style-type: none"> <li>• Leave plan</li> <li>• Personal conflicts</li> </ul>		
<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Improvement of IAS monitoring and eradication in Kiribati	Undertake monitoring and eradication of IAS on a scheduled basis on all islands in Kiribati	<p><b>Performance indicators/measures</b></p> <ul style="list-style-type: none"> <li>• Number of monitoring of IAS carried out</li> <li>• Number of eradication programs conducted</li> </ul> <p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>• Improved IAS monitoring and eradication programs</li> <li>• Reduced number of IAS in Kiribati</li> </ul>
Improvement of turtle tagging and monitoring programs	Undertake turtle tagging and monitoring on a scheduled basis in specific islands in Kiribati	<p><b>Performance Indicators/measures</b></p> <ul style="list-style-type: none"> <li>• Number of turtle tagged</li> <li>• Number of turtle monitoring conducted</li> </ul> <p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>• Improved programs on turtle tagging and monitoring</li> <li>• Improved tracing of turtles through tagging with assistance from regional bodies/SPREP</li> </ul>

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<p>Increased programs on mangrove replanting and demarcation</p>	<p>Undertake Mangrove replanting and demarcation on a scheduled basis in islands with potential mangroves growth</p>	<p><b>Performance indicators/measures</b></p> <ul style="list-style-type: none"> <li>• Number of mangrove replanting carried out</li> <li>• Number of mangrove areas demarcated</li> </ul> <p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>• Increased coverage of mangroves and updated data on demarcated mangrove coverage</li> </ul>
<p>Improvement of programs on coastal replanting (native plants) in Kiribati</p>	<p>Coordinate coastal replanting (native plants) in all islands in Kiribati</p>	<p><b>Performance indicators/measures</b></p> <ul style="list-style-type: none"> <li>• Number of coastal plants (native plants) planted</li> <li>• Types of coastal plants planted</li> <li>• Number of replanting of coastal plants programs carried out</li> </ul> <p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>• Increased coverage of coastal plants and increased number and types of coastal plants planted</li> </ul>
<p>Improvement of enforcement on protected areas and ecosystems</p>	<p>Assist the EIU on enforcing the protected areas and ecosystems (coral reef, mangroves, seagrass) in all islands in Kiribati</p>	<p><b>Performance indicators/measures</b></p> <ul style="list-style-type: none"> <li>• Number of cases found breaching the provisions for protected areas and ecosystems</li> </ul> <p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>• Improved enforcement on the protected areas and ecosystems</li> </ul>

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<p>Improvement in the implementation and enforcement of the Recreational reserves Act 1996 and its regulation in designated reserve areas in South Tarawa</p>	<p>Assist to implement and enforce the recreational reserves act and its regulation in designated recreational reserve areas in South Tarawa</p>	<p><b>Performance indicators/measures</b></p> <ul style="list-style-type: none"> <li>• No. of cases found breaching the act and the regulation</li> </ul> <p><b>Outcomes</b></p> <ul style="list-style-type: none"> <li>• Improved implementation and enforcement of the reserves act and its regulation</li> </ul>
<p>Improvement of data and data storage on important ecosystems for Kiribati</p>	<p>Collect and store information on important ecosystems namely coral reefs, mangroves and seagrass in all islands in Kiribati</p>	<p><b>Performance indicators/measures</b></p> <ul style="list-style-type: none"> <li>• Number of data entered on coral reefs, mangroves and seagrass</li> <li>• Types of data entered</li> </ul> <p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>• Updated and stored data on important ecosystems in Kiribati</li> </ul>
<p>Improvement in the biodiversity outreach programs</p>	<p>Assist in outreach programs and designing and developing outreach materials related to biodiversity</p>	<p><b>Performance indicators/measures</b></p> <ul style="list-style-type: none"> <li>• Number of outreach programs conducted</li> <li>• Number of outreach materials related to biodiversity designed, developed and produced</li> </ul> <p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>• Improved biodiversity outreach programs</li> </ul>
<p>Improvement in meeting Kiribati's obligations under the biodiversity related MEAs</p>	<p>Assist in implementing obligations under the biodiversity related MEAs (reporting, decisions, etc)</p>	<p><b>Performance indicators/measures</b></p> <ul style="list-style-type: none"> <li>• Number of national reports drafted and submitted to the biodiversity related MEAs that Kiribati is party to</li> </ul>

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		<ul style="list-style-type: none"> <li>Number of activities conducted in country that contribute to the implementation of Kiribati's obligations under the biodiversity related MEAs that Kiribati is party to</li> </ul> <p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>Improved performance in meeting obligations under the biodiversity related MEAs that Kiribati is party to</li> </ul>
Updated EMIS, CHM, and BCH with biodiversity information	Assist in feeding and updating EMIS, CHM and BCH with biodiversity information	<p><b>Performance indicators/measures</b></p> <ul style="list-style-type: none"> <li>Types of biodiversity information provided to the EMIS, CHM and BCH</li> </ul> <p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>Improved and updated EMIS, CHM and BCH with biodiversity information</li> </ul>
Improved permit systems for long term park usage	Review and process park usage permits with conditions for long term usage (more than 3 days)	
Management of administrative matters of the Unit	Provide support to government, NGO and community biodiversity related initiatives in Tarawa and outer islands	<p><b>Performance Indicators/measures:</b></p> <ul style="list-style-type: none"> <li>Progressive report is submitted to the ECD management</li> <li>Unit's workplan and budget is developed submitted</li> <li>Briefings and cabinet paper required is submitted</li> <li>Recommendations for Kiribati to become parties to the new</li> </ul>
	Assist in developing work plan	
	Assist in preparing the progressive report	
	Develop and maintain the registry filing system for biodiversity matters	
	Perform any other tasks assigned by Officer in Charge of ECD	

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		<p>biodiversity related agreements/protocols are made</p> <ul style="list-style-type: none"> <li>• No. of meetings Biodiversity staff attended</li> <li>• No. of meetings Biodiversity staff organized and coordinated</li> <li>• No. of TAs accommodated and assisted by BCU</li> <li>• Government, NGO and community biodiversity initiatives in Tarawa and outer islands are supported by BCU</li> <li>• No. of tasks undertaken as per the advice of the ECD management</li> </ul> <p><b>Outcome:</b> The Unit's activities are implemented in accordance to the objectives of MELAD's MSP and KDP</p>
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10. Key Challenges	11. Selection Criteria
<p><b>KEY CHALLENGES.</b></p> <ul style="list-style-type: none"> <li>• Staff turn-over</li> <li>• Insufficient operational budget</li> <li>• Unavailability of office equipment</li> <li>• Inadequate support from the stakeholders – this need admin support and assistance</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> A bachelor's degree in Environmental Science or environmental management related fields, preferably biodiversity related fields</p> <p><b>Experience:</b> Relevant work experience in a biodiversity related field</p> <p><b>Job Training:</b> should have undergone short trainings on biodiversity related fields</p>

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	<p><b>Prerequisite:</b> to be eligible for this position, the post-holder should at least have obtained a degree on Environmental Science or environmental-related fields system, preferably biodiversity related fields and should have undergone on the job training on any biodiversity related fields.</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"><li>• Should have good knowledge on environment management skills, especially biodiversity management skills.</li><li>• Mature in his/her approach.</li><li>• Good communication skills</li> <li>• Good personality – social and respectful.</li><li>• Computer literate.</li><li>• Have a good command in both English and Kiribati speaking and writing skills</li><li>• Good leadership skills</li><li>• Good analytical skills</li><li>• Capability to handle conflicts</li></ul>

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