

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands, and Agricultural Development		
2. Position Title: Environment Inspector (1)	3. Salary Level: 11-10/9-7	4. Division: Environment and Conservation Division
5. Reports To: SEI, PM-LCS, DDECD, DECD	6. Direct Reports: SEI (CEU)	
7. Primary Objective of the Position: Implement and enforce the Environment Act 2021 and to assist the Senior Environment Inspector in overseeing enforcement programs.		

8. Position Overview	
9. Financial: \$9,308.00 – 12,818.00	10 Legal: Environment Act 2021
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Director • Deputy Director • Program Managers • Senior Environment Officers • Biodiversity Conservation Officers • Climate Change officers • Chemical Waste Management Officers • Environment Outreach Awareness Officers • Environment Information System Officer <p>To be referred to Manager/Secretary:</p> <ul style="list-style-type: none"> • Initiatives to improve enforcement • Advices on enforcement protocols and procedures • Progressive reporting requirements • Leave plan 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Office of the Attorney General • Kiribati Police Service • Government Ministries • General Public <p>To be referred to Manager/Secretary:</p> <ul style="list-style-type: none"> • Complaints in regard with the enforcement of the act • Any issues associated with the long delay in responding to public complaints. • Unclear advices and poor customer service • Any other matters that cannot be dealt with by Senior Environment Inspector

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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<ul style="list-style-type: none"> • Personal conflicts • Weekly updates 	
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

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

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Improvement of enforcement	Make sure that the ESA operate with a valid EL including giving direction and advice to comply with provisions of the Environment Act 2021	<p>Performance Indicators/Measures:</p> <ul style="list-style-type: none"> • No. of compliance inspections undertaken. • No. of public complaint attended. • No. and type of legal actions undertaken. • No. of cases reported and filed. • No. and type of notices issued. <p>Outcome:</p> <ul style="list-style-type: none"> • Improved compliance with the Environment Act.
	Attend public complaint which contravenes provisions of the Environment Act.	
	Take necessary administrative and legal actions to address illegal activities.	
	Enforce other provisions of the environment act including excessive emission from vehicles, littering	
	Undertake investigation on any suspected illegal activity	
	Implement enforcement procedures including issuance of notices.	
Mainstreaming of environmental protection into proposed developments.	Assist ELU to undertake site visit to any proposed ESAs.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> • No. of site visits undertaken
	Monitor the impact of an ESA on the environment in terms of the coastline changes and water quality.	

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	<p>Monitor compliance of licence holders with licence conditions</p>	<ul style="list-style-type: none"> • No. of environment compliance inspections undertaken. <p>Outcome:</p> <ul style="list-style-type: none"> • Improved compliance with the licence conditions to ensure the environment is protected from any damages.
<p>Raising awareness on environment legislation and enforcement</p>	<p>Assist to establish enforcement partnership with relevant enforcement agencies through consultation and awareness activities.</p> <hr/> <p>Assist EOU in any outreach programs that promote and improve compliance of the environment act by the public.</p>	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> • No. of enforcement partners established. • No. of awareness activities and enforcement training undertaken. • No. of outreach programs participated in. <p>Outcome:</p> <ul style="list-style-type: none"> • Improved compliance with the Environment Act through partnership and public/community outreach.
<p>Improvement of enforcement guideline and checklist</p>	<p>Assist to develop and update compliance inspection checklist from time to time</p>	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> • No. of inspection checklist developed. • No. of reviews and update done. <p>Outcome:</p> <ul style="list-style-type: none"> • Enforcement is improved, efficient and consistent.

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Taking court proceeding	Prepare case and collect evidences for court proceeding	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No. of court cases prepared and filed. No. of cases heard in court. No. of cases prosecuted. <p>Outcomes:</p> <ul style="list-style-type: none"> Improved court proceeding Improved compliance with the Environment Act.
	Participate in court hearing as witness when required.	
Administrative matters of the Unit	Prosecute cases in a court of law for environment act offenses	
	Record meeting minutes	
	Prepare report based on environment compliance inspection , environmental auditing and patrol activities.	
	Undertake any other tasks assigned by Officer In Charge of ECD	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> Meeting minutes is available when needed. Reports are available when needed. No. of tasks undertaken as per the advice of the ECD management Progressive report submitted <p>Outcomes:</p> <ul style="list-style-type: none"> The Unit's activities are implemented effectively and efficiently.
	Contribute to the preparation of quarterly progressive reports	

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> Staff turn-over Insufficient operational budget 	<p>11.1 PQR (Position Qualification Requirement): Education: A bachelor's degree in Environmental Science or environmental management related fields</p>

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<ul style="list-style-type: none">• Unavailability of office and proper enforcement equipment• Delay in court proceeding• When enforcing the legislation, officer may be at risk from local populations and foreign visitors when performing enforcement procedures.	<p>Experience: Preferably working experience with environmental management measures.</p> <p>Job Training: Should have undergone short term training courses and on job training on environmental management and enforcement.</p> <p>Prerequisite: to be eligible for this position, the post-holder should at least have obtained a degree on Environmental Science or environmental-related fields system and should have undergone job training on any environmental related fields.</p> <p>11.2 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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