

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

<p><b>1. Ministry:</b> Ministry of Environment Lands and Agricultural Development</p>	<p><b>4. Division:</b> Environment and Conservation Division</p>
<p><b>2. Position Title:</b> Program Manager (Licensing and Compliance Section)</p>	<p><b>3. Salary Level:</b> 6</p>
<p><b>5. Reports To:</b> DDECD, DECD</p>	<p><b>6. Direct Reports:</b> DDECD</p>
<p><b>7. Primary Objective of the Position:</b> To support the director and deputy director in the overall operation of ECD where Enforcement and Environment Licensing are concerned.</p>	

<b>8. Position Overview</b>	
<p><b>9. Financial:</b> \$13,676.00 - \$13,962.00</p>	<p><b>10 Legal:</b> Environment Act (amended) 2007</p>
<p><b>11. Internal Stakeholders:</b></p> <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> <li>• Chemical Waste Management Officers</li> <li>• Environment Outreach Awareness Officers</li> <li>• Environment Inspectorate Unit Officers</li> <li>• Environment Information System Officer</li> </ul> <p><b>To be referred to Manager:</b></p> <ul style="list-style-type: none"> <li>• Initiatives to improve enforcement and environment licensing.</li> </ul>	<p><b>12. External Stakeholders:</b></p> <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> <li>• Media Companies</li> <li>• Schools</li> <li>• NGOs</li> <li>• Local Communities</li> </ul> <p><b>To be referred to Manager/Secretary:</b></p> <ul style="list-style-type: none"> <li>• Complaints from the public in regard to enforcement and inconsistent advices.</li> </ul>

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<ul style="list-style-type: none"> <li>• Advices on enforcement procedures and environment licensing,</li> <li>• Progressive reporting requirements</li> <li>• Leave plan</li> <li>• Personal conflicts</li> <li>• Weekly updates.</li> </ul>	<ul style="list-style-type: none"> <li>• Inaccurate and misleading information provided to the general public.</li> <li>• Unclear advices and poor customer service</li> <li>• Any other matters that cannot be dealt with by the Senior Environment Officer</li> </ul>
<p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b></p> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>	
<p><b>Key Result Area/Major Responsibilities</b></p> <p>Improving Units and Staff Performance</p>	<p align="center"><b>Major Activities/Duties</b></p> <p>Provide technical and advisory role on enforcement and environment licensing.</p> <p>Take initiatives and identify needs to improve the service delivery of EIU and DCU.</p> <p>Monitor performance of EIU and DCU staff and prepare confidential reports including SPA.</p> <p>Monitor progress of EIU and DCU activities.</p> <p>Undertaking other tasks as may be for advancing Unit's outputs and work on further improvement and in accordance with the KIEP, the KDP and other strategic documents where enforcement and environment licensing are concerned.</p> <p>Identifying suitable training packages for staff within Unit and prepare training needs/ plan accordingly.</p>
<p align="center"><b>Performance Measures/Outcomes</b></p> <p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>• Technical advice is provided promptly when needed.</li> <li>• No. and type of initiatives undertaken.</li> <li>• Staff performance assessment report is produced.</li> <li>• Progressive report is produced.</li> <li>• Training and capacity needs for staff are identified.</li> <li>• No. of staff attended trainings and workshops.</li> <li>• No. of proposals developed.</li> </ul> <p><b>Outcomes:</b></p>	

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<p>Improvement of policies and strategies to ease planning, decision making and effective delivery of services.</p>	<p>Seeking resources including developing proposals to support short and long term programs on compliance and enforcement of the act.</p> <p>Reviewing and revising existing policies, strategies, and protocols developed for enforcement and environment licensing.</p> <p>Develop policies/strategies/plans and protocols to improve enforcement and environment licensing.</p>	<ul style="list-style-type: none"> <li>Improved Units and staff performance.</li> </ul> <p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>No. of reviews done</li> <li>No. of policies / strategies /plans and protocols developed.</li> </ul> <p><b>Outcome:</b> Planning, decision making and delivery of service is improved.</p>
<p>Management of administrative matters of the Units (EIU and DCU)</p>	<p>Provide supervisory role to EIU and DCU</p> <p>Collate and review annual work plan and budget</p> <p>Collate and review progressive reports</p> <p>Undertaking meetings with Officers of the Unit every quarter, on a one-to-one personal discussion to improve work relations and performance within and amongst Units.</p> <p>Prepare briefing and Cabinet paper</p> <p>Provide support and assistance to DDECD and DECD on matters related to enforcement and environment licensing.</p> <p>Undertaking tasks as directed by the Senior Responsible Officer of the Ministry through the Director and Deputy.</p>	<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>Units work plan and budget is available</li> <li>Units progressive report is developed</li> <li>No. of meetings undertaken</li> <li>Briefing and cabinet paper is developed</li> <li>Prompt support and assistance to the ECD management is provided</li> <li>No. of tasks undertaken as per the advice of the ECD management</li> </ul> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>EIU and DCU activities are implemented in accordance to the objectives of MELAD's MSP and KDP</li> </ul>

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<b>11. Selection Criteria</b>	
<p><b>10. Key Challenges</b></p> <ul style="list-style-type: none"> <li>• Staff turn-over</li> <li>• Insufficient operational budget</li> <li>• Unavailability of office and proper enforcement equipment</li> <li>• Delay in court proceeding</li> <li>• When enforcing the legislation, officer may be at risk from local populations and foreign visitors when performing enforcement procedures.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> A bachelor's degree in Environmental Science or environmental management related fields</p> <p><b>Experience:</b> 3 years post degree working experience in middle management.</p> <p><b>Job Training:</b> Should have undergone short term training courses and on job training on environmental management and enforcement.</p> <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 and should have undergone job training on any environmental related fields.</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p>Should have good knowledge on environment management skills.</p> <ul style="list-style-type: none"> <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> <li>• Good analytical skills.</li> </ul>

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