

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Ministry: Ministry of Environment, Lands, and Agricultural Development		
1. Position Title: Biodiversity Conservation Officer (PIPA & SLIMPA Section) – Kanton Station	2. Salary Level: 9-7	3. Division: Environment and Conservation Division
4. Reports To: PM-PSS, DDECD, DECD, SRO	5. Direct Reports: PM-PSS, DDE/DECD	
<p>6. Primary Objectives of the Position: To assist PM-PSS and ECD Mgt (DD/D-ECD) with (1) Implementation of PIPA Regulations 2008 (as amended), SLIMPA Regulations 2020, PIPA & SLIMPA Management Plans, and subsidiary plans (PIPA Monitoring & Evaluation Plan; and Kanton Resource Use Sustainable Plan). (2) Effective management of PIPA and SLIMPA for long term biodiversity conservation and ecologically-sound sustainable development. (3) Implementation of cost-effective awareness, outreach and educational programs. (4) Implementation of field or on-site management activities and associated tasks in remote locations in PIPA and SLIMPA.</p>		

7. Position Overview	
8. Financial: \$14,534.00-\$16,663.40	10 Legal: Environment Act 2007 (as amended); PIPA Regulations 2008 (as amended), and SLIMPA Regulations 2020
<ul style="list-style-type: none"> • Internal Stakeholders: • Deputy Director-ECD • Program Manager and staff, Biodiversity, Conservation & Climate Change Section (BCCS) • PSS staff • All ECD staff (when required) <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • PIPA & SLIMPA Section’s (PSS) Work plan, budget, and progress reports • Advices and recommendations on work plan, budget, PIPA and SLIMPA Management Plans, Regulations and supplementary plans. • Other matters or issues which require advice/approval/clearance from PM, ECD Management, SRO or Cabinet 	<p>11. External Stakeholders:</p> <ul style="list-style-type: none"> • PIPA & SLIMPA Management Committee • Relevant Ministries/Organizations, including MFMRD, MLPID, OAG, MTCIC. • UNESCO • IUCN • Local communities and NGOs (when required) <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Advice or clearance for any tasks/activities with external stakeholders which require involvement, engagement or participation of PSS staff • Report and seek advice on any issues or complaints.

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"> • All procurement needs. • All personnel matters, including annual leave plan. 		
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KV20 ▪ KDP/KPA ▪ MELAD MSP ▪ PIPA & SLIMPA Regulations ▪ PIPA & SLIMPA Management Plans & subsidiary plans ▪ Divisional/Section Plan 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. PIPA and SLIMPA Management Plans and Regulations effectively implemented, strengthened and periodically reviewed for alignment with enabling legislation and national plans and policies.	1.1. Assist with timely and cost-effective implementation of PIPA & SLIMPA Management Plans, supplementary plans and Regulations.	Performance Indicators/Measures <ul style="list-style-type: none"> • Timely implementation. Outcomes <ul style="list-style-type: none"> • Plans and regulations effectively implemented.
	1.2. Assist with periodic review and associated tasks to align the PIPA and SLIMPA Management Plans, supplementary plans and Regulations with the enabling legislation and national plans and policies.	Performance Indicators/Measures <ul style="list-style-type: none"> • No. of review Outcomes <ul style="list-style-type: none"> • Plans and regulations aligned to enabling legislation and national plans and policies.
2. PIPA and SLIMPA permits regime strengthened.	2.1. Carry out effective and due diligence appraisal of applications for PIPA and SLIMPA permits in collaboration with other authorities.	Performance Indicators/Measures <ul style="list-style-type: none"> • No of applications received, approved/declined • Timeliness of receipt acknowledgement & appraisal Outcomes <ul style="list-style-type: none"> • All applications acknowledged & appraised promptly.
	2.2. Prepare and propose recommendations based on outcome appraisal of applications for PIPA and SLIMPA permits	Performance Indicators/Measures <ul style="list-style-type: none"> • No of permits issued • Amount of permit fees revenue earned

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		<p>Outcomes</p> <ul style="list-style-type: none"> Permit fees paid and permits issued promptly.
	2.3. Carry out effective monitoring of compliance by permit holders and prepare reports with recommendations for action.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No. of defaulting permit holders No of enforcement actions instituted % Improved level of compliance <p>Outcomes</p> <ul style="list-style-type: none"> No of reports produced. Compliance to permit conditions improved.
3. Collaboration with other regulatory and law enforcement authorities and specialized agencies improved and PIPA & SLIMPA MCS strengthened.	3.1. Carry out regular online/satellite surveillance of PIPA and SLIMPA and produce reports thereof with the support of Vulcan Skylight.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No. of satellite surveillance & reports produced. <p>Outcomes</p> <ul style="list-style-type: none"> PIPA & SLIMPA MCS strengthened.
	3.2. Collaborate with local law enforcement agencies to facilitate enforcement actions against illegal encroachers.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No. of encroachers No of enforcement actions % Level of compliance <p>Outcomes</p> <ul style="list-style-type: none"> Enforcement actions against illegal encroachers are promptly pursued. Compliance improved.
4. PIPA and SLIMPA terrestrial monitoring and evaluation (M&E); and invasive and alien species (IAS) survey	4.1. Carry out effective terrestrial M&E and timely submission of reports.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No. of M&E done No. of reports produced. <p>Outcomes</p> <ul style="list-style-type: none"> M&E strengthened

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<p>and eradication actions strengthened.</p>	<p>4.2. Collaborate with relevant local and international organizations to facilitate effective IAS survey and eradication actions and timely submission of reports.</p>	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> • No. of IAS actions done. • No. of reports produced. <p>Outcomes</p> <ul style="list-style-type: none"> • IAS actions strengthened.
<p>5. Sustainable ecologically-sound development of PIPA and SLIMPA facilitated.</p>	<p>5.1. Solicit assistance and support from key ministers and relevant stakeholders to facilitate sustainable and ecologically-sound development initiatives for PIPA and SLIMPA.</p>	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> • No. of key ministries/stakeholders consulted. <p>Outcomes</p> <ul style="list-style-type: none"> • Sustainable ecologically-sound development of PIPA and SLIMPA facilitated to increase government revenue and improve livelihood of I-Kiribati.
<p>6. Secretariat and advisory support to PIPA & SLIMPA Management Committee improved, and participation in relevant meetings and events maintained.</p>	<p>6.1. Assist facilitating conduct of P&S Management Committee meetings, and provide advisory support.</p>	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> • No. of meetings held. <p>Outcomes</p> <ul style="list-style-type: none"> • Meeting notice circulated at least 3 days in advance and quorum is secured. • Sound advice provided to ensure well-informed decision.
	<p>6.2. Assist maintaining updated meeting minutes and timely implementation of decisions.</p>	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> • No. of minutes recorded & confirmed. • Timely implementation of decisions. <p>Outcomes</p> <ul style="list-style-type: none"> • Draft minutes circulated for comments within 1 week after meeting and decisions are promptly implemented.
<p>7. PIPA and SLIMPA field and on-site management and associated tasks are cost-effectively implemented to</p>	<p>7.1. Carry out field or on-site management and associated tasks.</p>	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> • No. of onsite or field activities. <p>Outcomes</p> <ul style="list-style-type: none"> • PIPA and SLIMPA resources are safeguarded.

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ensure long term biodiversity conservation.		<ul style="list-style-type: none"> Educational value and contribution of PIPA and SLIMPA to the national education system improved.
8. Section is adequately resourced and functions are effectively discharged.	8.1. Assist in developing funding proposals for unfunded activities, in collaboration with Project Planning Unit.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No of prodoc produced & approved/declined <p>Outcomes</p> <ul style="list-style-type: none"> Additional funds/support sought for unfunded activities.
	8.2. Assist with preparation of section's work plan, budget, and progress reports.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> Timely completion and submission of section's work plan and budget No. of and timely completion of section's progress reports <p>Outcomes</p> <ul style="list-style-type: none"> Section's work plan, budget and progress reports submitted within deadlines.
9. Administrative and advisory support effectively discharged.	9.1. Provide relevant inputs that will assist PM in providing advice on PIPA and SLIMPA to ECD Management, MELAD administration and P&S Committee when required.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No of advice proffered. . <p>Outcomes</p> <ul style="list-style-type: none"> Sound advice promptly proffered to facilitate well-informed decisions.
	9.2. Providing relevant inputs that will assist PM with drafting of Cabinet submissions and other briefings where appropriate.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No of Cabinet submissions produced No of briefing noted produced. <p>Outcomes</p> <ul style="list-style-type: none"> Timely and quality Cabinet submissions and briefings to facilitate well-informed decisions/actions.
	9.3. Undertake any other lawful tasks as may be directed by the Deputy Director, Director or Senior Responsible Officer.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> Nature and no. of other tasks

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Outcomes

- Optimum use of available human resource to address any gaps to enhance service delivery.

10. Key Challenges

- Staff turn-over
- Insufficient operational budget
- Unavailability of office equipment and proper working tools
- Delay in decision-making
- Lack of support from key stakeholders.
- Unavailability or irregular shipping or air links between Tarawa and PIPA and SLIMPA islands.
- Lack of reliable means of communications between Tarawa and PIPA and SLIMPA Islands.

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

Education: A bachelor's degree in Environmental Science, environmental management and related fields or any other relevant fields.

Experience:

At least 1 year work experience in the management of PIPA and SLIMPA.

Job Training: Should have undergone short term training courses and on job training on environmental management and enforcement or related to management of PIPA and SLIMPA or protected areas in general.

Prerequisite: To be eligible for this position, the post-holder should at least have obtained a bachelor's degree on Environmental Science and should have undergone job training on any environmental related fields. OR a bachelor's degree any other relevant fields but with at least 3 years work experience in the management of PIPA and SLIMPA.

11.2 Key Attributes (Personal Qualities):

- Good knowledge on environment management skills or management of protected areas.
- Mature in his/her approach.
- Good personality – social and respectful.
- Computer literate.
- Good English spoken and writing skills
- Good leadership skills
- Good public relations skills
- Ability to work with multi-ethnicity and multi-gender team
- Capability to handle conflicts

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	<ul style="list-style-type: none">• Ability to maintain a zero-corruption working environment.• Willingness to work in remote work stations
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