

Terms of Reference – Director Water and Sanitation (International)

About the Partner Organisation

For this position, the *Donor* is partnering with the Ministry of Infrastructure and Sustainable Energy, (MISE), Government of Kiribati. The Ministry's vision is: "I-Kiribati utilising appropriate, well-maintained and Climate Change-resilient infrastructure and utility services." The mission is "To develop, sustain and provide access to infrastructure and utility services to the Kiribati people in a changing socioeconomic environment using appropriate technologies."

More information: <https://www.mise.gov.ki/index.php/about-us/role>

About the Role

The Water and Sanitation Engineering Department (WSED) is responsible for ensuring that the people of Kiribati have sufficient access to reliable, safe water supplies and safe sanitation facilities and practice.

The Director will contribute to the overall management, policy and goals of the Water and Sanitation Engineering Department (WSED) for effective and efficient delivery of services to achieve the goals and objectives of MISE and Government portfolio allocations and manifesto.

The Director will supervise the WSED and a total of 36 staff.

A key task of the Director will be to advance the Water Supply and Sanitation (WSS) sectoral priorities of the Government of Kiribati, envisioned through its vision documents, and transform MISE's Policy, Institutional and Regulatory (PIR) role to meet this vision. The Director will also support the delivery and implementation of the department's capacity development plan, including the development of local staff capacity.

The Director will be required to implement technical department annual work plan, draft cabinet papers, provide strategic planning, and spearhead the development of Water and Sanitation sector policies, enforcing relevant design standards including advising and updating design and construction methodology.

The Director will oversee the Government of Kiribati's engagement with Water and Sanitation projects currently being implemented by the Ministry.

Position

Director for Water and Sanitation
Engineering Department

Duration

24 months (with the option for up to
12-month extension)

Partner Organisation

- Kiribati Ministry of Infrastructure and Sustainable Energy, (MISE)

Aid Investment Plan or Partner Government's national/sectoral priority

- KV20 – Kiribati 20 Year Vision
- Kiribati Development Plan 2020-2023
- COVID-19 Development Response Plan, Kiribati

Location

Betio, South Tarawa, Kiribati

Kiribati has its own unique strengths and challenges due to its unique economic and physical environment, and it is important that the Director has experience in remote low-lying island states.

Relationship management, performance management and reporting

- The Director of WSED will report to the Director General (DG) of the Ministry of Infrastructure and Sustainable Energy and the donor, with performance management undertaken jointly by these parties.
- The Director will be required to work closely with counterparts, including other Directors across the Ministry, the other ministries that have a role in Water and Sanitation (e.g., Ministry of Health and Medical Sciences; Ministry of Environment; Land and Agricultural Development, Ministry of Internal Affairs; and the water utility in the country Public Utility Board).
- Key outputs and deliverables, as defined in the approved workplan, are to be reported to the Director General and Secretary on a regular basis.
- The *Donor* also requires performance reporting against the workplan on a regular basis.

Role responsibilities and deliverables

Placement Objectives	Core Responsibilities
<p>1. Leadership, Strategic Planning and Policy</p>	<ul style="list-style-type: none"> ▪ Provide a strategic oversight and support to advance the Government's vision for the WSS sector, and to improve the PIR environment of the sector. ▪ Provide overall leadership and guidance to the WSED. ▪ Provide leadership in the development, implementation and enforcement of water protection and conservation measures, including the water reserves in Bonriki and Buota. ▪ Improve national plus enforcement and coordination mechanism in protecting water quality and quantity. ▪ Collaborate with MISE senior management and staff of WSED to formulate policies, WSS and Water Resource Management (WRM) sector strategic plans and goals, and MISE Strategic Plan based on MISE's overall objectives and resources as well as interested development partners. ▪ Implementation, monitoring and evaluation of strategies, plans and policies. ▪ Review and update the existing WSS and WRM policies and implementation plans of 2008/2010 in a consultative process with stakeholders. ▪ Review the institutional and regulatory framework of the WSS sector and follow up as required. ▪ Progress reporting on implementation of governance instruments to SRO through the Director General. ▪ Assist the Minister in overseeing PUB in line with the current legal framework (PUB Ordinance and SOE Act) and in implementing the relevant measures of the policy matrix agreed between GoK and development partners ▪ Provide a strategic oversight on the risks to the sector (e.g., drought, pollution, lack of funding to O&M, community perspectives, market capacity to deliver outputs/provide services) etc., and advise MISE on mitigation strategies. ▪ Support MISE in ensuring that sustainability of sector investments is achieved,
<p>2. Technical Support and Troubleshooting</p>	<ul style="list-style-type: none"> ▪ Develop and/or update Water Safety and Sanitation Plans for all inhabited islands in Kiribati in close consultation with local stakeholders. ▪ Oversee and support the maintenance and repair of the outer islands water and sanitation infrastructure assets, adhering to best practices and agreed design standards. ▪ Review the design and costing for Water and Sanitation maintenance or construction and work closely with stakeholders to make needed adjustments before project implementation. ▪ Review and advise MISE on developing and revising the national standards (e.g., National Building Code) ▪ Advise MISE on adoption of suitable latest technologies in the sector, and for MISE's functioning and effective delivery of its roles. ▪ Develop and maintain Water and Sanitation asset registry such as desalination plants, water tanks, water wells, sanitation facilities etc.

	<p>and make the data/information is regularly updated and available to all stakeholders. Develop strategies and protocols to reach this goal.</p> <ul style="list-style-type: none"> ▪ Develop systems, standards and protocols to measure and monitor results in the sector. ▪ Mentor WSED staff on water and sanitation contracts administration/management and project life cycle. ▪ Support and provide advice to the WSED in carrying out its mandated role when supervising project activities. ▪ Provide project oversight to large scale, multi donor water and sanitation projects on behalf of MISE and the Government of Kiribati.
<p>3. Operations</p>	<ul style="list-style-type: none"> ▪ In charge of the facilitation and coordination of all water and sanitation work activities assigned by the Director General. ▪ Oversee a number of on-going water and sanitation-related projects and activities that are funded by various donors and international agencies. Ensure that and their results achieved in a timely manner (e.g., results of STWSP and STSP) to ensure better implementation performance of the projects, and the results are aligned with long-term goals of the sector. ▪ Execute tasks, set deadlines, and then monitor progress against work plan of Water and Sanitation services activities. ▪ Coordinate, review and approve individual work plans of WSED staff. ▪ Manage development projects by setting requirements, goals, and timelines. ▪ Identify issues likely to hinder progress and implement innovative technologies as solutions to those issues, if necessary. ▪ Conduct site inspections as and when necessary. ▪ Establish adherence to organizational and national laws and regulations. ▪ Prepare and manage the annual WSED budget (including a costed work plan) in consultation with MISE Accounts. ▪ Certify and approve progress payments and variations that arise from WSED contracted works. ▪ Support and assist in organising Quality Circle meetings for MISE. ▪ Support the Honourable Minister to defend the budget during Parliament budget debate. ▪ Monitor the monthly expenditure of the Department and prepare 6-monthly progress report against the annual work plan.
<p>4. Human Resource, Performance and Capacity Development</p>	<ul style="list-style-type: none"> ▪ Drawing from the strategic PIR activity (see item 1 above), develop a long-term, phased institutional development plan of MISE, to deliver its roles effectively; and options to mobilize such capacity. ▪ Participate in the hiring process and coordinate training of WSED staff. ▪ Mentor and motivate WSED staff to achieve productivity and engagement. ▪ Conduct staff performance evaluation on individual staff KPIs and personal development targets. Explore opportunities to adopt industry best practices such as Objectives and Key Results (OKRs), in aligning the institutional vision with staff performance

	<ul style="list-style-type: none"> ▪ Make decisions on staff issues likely to hinder progress and find solutions, including disciplinary action, to present and recommend to Administration. ▪ Motivate and inspire staff while facilitating personal growth, talent and leadership development ▪ Communicate job expectations to staff. ▪ Facilitate training and seminars for continued skills improvement. ▪ Foster a productive working environment. ▪ Identify areas requiring external TA support and involve in the recruitment process.
5. Cross cutting themes	<ul style="list-style-type: none"> ▪ Integrate cross-cutting issues in policy and strategic frameworks as well as mainstreaming objectives in work plans. ▪ Engage in policy dialogue create opportunities for mainstreaming cross-cutting issues in the Water and Sanitation sector. ▪ Develop clear implementation guidelines with follow-up tools and practices on cross-cutting issues, with specific focus on climate resilience and gender equality, child protection and disability inclusion. ▪ Explore opportunities for MISE to adopt emerging practices such as developing eco-towns (prioritizing renewable energy, green infrastructure and digitalization); sustainable tourism (to preserve natural resources) and promote circular economy models to reduce waste and enhance resource efficiency.
6. Collaboration	<ul style="list-style-type: none"> ▪ Provide insights and advice to MISE leadership, management and staff for effective participation in National Steering Committee / stakeholder meetings, international representation of the country (e.g., COP29), and voicing the nations interests and concerns on global/regional platforms to gain support to the development of the country ▪ Advise MISE to secure and streamline funding and technical assistance support to the WSS/WRM sector in the country from various bilateral and multi-lateral partners, Ministry of finance, international funding sources (e.g., climate funding) to meet the sector goals and vision, especially SDGs. ▪ Support MISE in developing partnerships and collaboration with national institutions (e.g., other line ministries, PUB), regional platforms (e.g., PWWA, Pacific Islands Forum), international collaboration (e.g., with islands of Caribbean) etc. ▪ Support MISE in entering into suitable Memoranda of Agreements and monitor their implementation.

Selection Criteria

Essential personal attributes

- High degree of flexibility, and resilience, with the ability to adapt quickly with proven ability to work remotely.
- Be open-minded, keen to listen and learn and respectful.
- Commitment to meeting deadlines in accordance with set service level agreements.

- Commitment to building relationships in a team environment.
- Demonstrated aptitude for living and working effectively in a remote, resource-constrained, and cross-cultural context.
- Be able and willing to travel to the outer islands as necessary.
- Understanding of and commitment to Gender Equality, Disability and Social Inclusion (GEDSI), Child Protection, PSEAH, prevention of human trafficking, environmental protection, climate change and resilience, anti-corruption and other related donor safeguards policies.

Essential qualifications and experience

- A postgraduate degree in Water and Sanitation engineering / economics / public health / social development / business administration or related qualification.
- At least 10 years of experience in the water and sanitation sector, overseeing policy and strategy development, overseeing project management / design and contract management.
- Proven ability in coordinating multiple stakeholders in project implementation.
- High level skills and experience in the oversight of project and complex contract management for water and sanitation projects, including procurement.
- Demonstrated senior level experience in water and sanitation implementation for key projects in the Pacific region.
- Demonstrated experience in the management and capacity building of water and sanitation teams, providing guidance, mentorship, and professional development support.
- High level analytical skills with the ability to apply sound judgement and negotiate to achieve outcomes.
- Advanced communication and interpersonal skills, and experience communicating effectively to a range of stakeholders in a cross-cultural environment.
- Ability to work in a multicultural environment with sensitivity, a team approach and respect for diversity.
- Experience living and working in a resource constrained environment and ability to travel to outer islands.
- Understanding of the importance of cross cutting development issues such as gender equality, child protection, anti-corruption, and disability.
- Must hold a full driver's licence or be willing to make your own arrangements for a driver.

Desirable experience and knowledge

- Previous experience living and working in small island states, preferably low-lying atolls.

Country Context

There are some inherent opportunities and challenges that come with living and working in developing country contexts, including considerations unique to remote small island states. Applicants should consider these prior to applying.

- The Republic of Kiribati comprises 32 remote low-lying atolls and the raised phosphate island of Banaba that straddle the equator in the mid-Pacific Ocean.
- In addition to Banaba, Kiribati comprises groups of islands – the Gilbert Islands (16 populated atolls), the Phoenix Islands (8 unpopulated atolls apart from a government outpost on Kanton) and the Line Islands (9 of the 11 atolls are part of Kiribati and 2 are US territories). Three Line islands have populations: Kiritimati (Christmas Island) the largest atoll in the world, Teraina and Tabeuran.
- The total population is approximately 115,000, over half of whom live in South Tarawa, the capital of Kiribati. The total land area of South Tarawa is only 15.76 km².
- The atoll of Tarawa has a large lagoon. North Tarawa comprises a string of islets, whereas in South Tarawa the construction of causeways has now created a single strip of land from Betio in the West to Buota in the Northeast.

- Kiribati is accessible by air from Fiji and Nauru. Regular flights have ceased during the COVID-19 pandemic.
- Kiribati achieved independence from the United Kingdom on 12 July 1979. It has a 45-member unicameral parliament. A President (Te Beretitenti) is then elected by popular vote, on a first-past-the-post basis.
- Evidence from a range of sources, including carbon dating and DNA analyses, confirms that the exploration of the Pacific included settlement of the Gilbert Islands by around 200 BC. The people of Kiribati are known as I-Kiribati.
- Kiribati, in common with other small island atoll states, faces significant challenges because of its remoteness, lack of scale and vulnerability to external shocks, climate change and environmental stress.
- In 2021-22 the total Australian ODA budget estimate for Kiribati is \$32 million. The pillars of the development program are health security, stability, and economic recovery from COVID-19. Funding directly supports scholarships and skill development, education sector improvement and the health system, as well as skilled advisers and volunteers. Many I-Kiribati also participate in Australian and New Zealand regional labour mobility schemes.

For more information see <https://www.dfat.gov.au/geo/kiribati/kiribati-country-brief>