

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Ministry: Ministry of Environment, Lands, and Agricultural Development		
1. Position Title: Program Manager (PIPA & SLIMPA Section)	2. Salary Level: 6	3. Division: Environment and Conservation Division
4. Reports To: DDECD, DECD, SRO	5. Direct Reports: DDE/DECD	
<p>6. Primary Objectives of the Position: (1) To assist ECD Mgt (DD/D-ECD) to fulfil ECD advisory/regulatory role under the relevant provisions of Environment Act 2007 (as amended); 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) To provide effective secretariat and advisory support to PIPA & SLIMPA Management Committee. (3) To ensure effective management of PIPA and SLIMPA for long term biodiversity conservation. (4) To oversee effective supervision of PIPA & SLIMPA Section (PSS).</p>		

7. Position Overview	
8. Financial: \$17,035.20-\$17,407	10 Legal: Environment Act 2007 (as amended); PIPA Regulations 2008 (as amended), and SLIMPA Regulations 2020
<ul style="list-style-type: none"> • Internal Stakeholders: • Director, ECD • Deputy Director, ECD • Program Manager and staff, Biodiversity, Conservation & Climate Change Section (BCCS) • Subordinate staff • All ECD staff (when required) <p>To be referred to Manager:</p>	<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>

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<ul style="list-style-type: none"> • PIPA & SLIMPA Section's (PSS) Work plan and budget inputs & progress reports • Advices and recommendations on work plan, budget, PIPA and SLIMPA Management Plans, Regulations and supplementary plans. • Other matters or issues which require approval from ECD Management, SRO or Cabinet • All procurement needs. • All personnel matters, including annual leave plan. 	<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. 	
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. Initiate and oversee 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. Initiate 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

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		<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. Oversee effective and due diligence appraisal of applications for PIPA and SLIMPA permits in collaboration with other authorities.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No of applications received, approved/declined Timeliness of receipt acknowledgement & appraisal <p>Outcomes</p> <ul style="list-style-type: none"> All applications acknowledged & appraised promptly.
	2.2. Oversee timely issuance of PIPA and SLIMPA permits and effective monitoring of compliance by permit holders.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No of permits issued Amount of permit fees revenue earned No. of defaulting permit holders & no of enforcement actions instituted % Improved level of compliance <p>Outcomes</p> <ul style="list-style-type: none"> Permit fees paid and permits issued promptly. 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. Initiate and improve close collaboration with local and international regulatory, law enforcement authorities and specialized agencies to strengthen PIPA and SLIMPA monitoring, control and surveillance (MCS) actions.	<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.

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	3.2. 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 and eradication actions strengthened.	4.1. Facilitate 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
	4.2. Facilitate effective IAS survey and eradication actions and timely submission of reports.	<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.
5. Sustainable ecologically-sound development of PIPA and SLIMPA facilitated.	5.1. Improve collaboration with key ministers and relevant stakeholders to facilitate sustainable and ecologically-sound development initiatives for PIPA and SLIMPA.	<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.

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6. SLIMPA's registration and accreditation as 'Biosphere Reserve' is facilitated to strengthen management.	6.1. Facilitate official registration and accreditation of SLIMPA as 'Biosphere Reserve' (BR) in collaboration with BCCS, relevant stakeholders, experts and competent authorities;	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> • Timely registration • % level of assistance/support to SLIMPA management <p>Outcomes</p> <ul style="list-style-type: none"> • SLIMPA duly registered as BR in by 2023 and management thereof strengthened.
7. Secretariat and advisory support to PIPA & SLIMPA Management Committee improved, and participation in relevant meetings and events maintained.	7.1. Facilitate conduct of P&S Management Committee meetings, and provide advisory support.	<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.
	7.2. Maintain updated meeting minutes and timely implementation of decisions.	<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.
	7.3. Participate in relevant meetings and events.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> • No. of meetings attended. <p>Outcomes</p> <ul style="list-style-type: none"> • Section's representation in relevant meetings improved.
	8.1. Develop 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

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8. Section is adequately resourced and functions are effectively discharged.		<p>Outcomes</p> <ul style="list-style-type: none"> Additional funds/support sought for unfunded activities.
	8.2. Initiate and oversee timely completion and submission of PSS' inputs to ECD 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.
	8.3. Identify and propose suitable capacity building training needs for section staff and prepare training plans.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No of staff trained. <p>Outcomes</p> <ul style="list-style-type: none"> Staff capacity and performance improved.
9. Administrative and advisory support effectively discharged.	9.1. Provide 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. Assist 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.

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	9.3. Oversee the overall performance assessment of PSS and recommend remedial measures.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No of performance assessment done. <p>Outcomes</p> <ul style="list-style-type: none"> Impediments/issues identified and remedied and Section's overall performance improved.
	9.4. Undertake timely staff performance appraisal and provide annual confidential reports.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> No of SPAs and ACRs submitted. <p>Outcomes</p> <ul style="list-style-type: none"> Staff's performance appraisals strengthened to ensure timely actions.
	9.5. Collaborate with other Program Managers to provide support to ECD Management and MELAD Administration.	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> Nature and no. of support provided <p>Outcomes</p> <ul style="list-style-type: none"> Joint collaboration improved and overall performance enhanced.
	9.6. 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 <p>Outcomes</p> <ul style="list-style-type: none"> Optimum use of available human resource to address any gaps to enhance service delivery.

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, environmental management and related fields or any other relevant fields.</p>

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- Unavailability of office equipment and proper working tools
- Delay in decision-making
- Lack of support from key stakeholders.

Experience:

At least 3 years 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
- Ability to maintain a zero-corruption working environment.

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