

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Culture and Internal Affairs		
2. Position Title: Senior Assistant Urban Management Officer	3. Salary Level: L12-11	4. Division: Local Government Division (MCIA)
5. Reports to: Director – Senior Urban Management Officer (SUMO), Urban Management Officer (UMO)	6. Direct Reports:	
7. Primary Objective of the Position: To assist the Urban Management Unit in facilitating and initiating initiatives that enhance the governance, planning, service delivery, and regulatory functions of Urban Councils, enabling them to respond effectively to rapid urbanization, climate-related risks and other related functions/ mandates of the Urban Councils and other emerging urban councils.		

8. Position Overview	
9. Financial: N/A	10 Legal: Kiribati National Conditions of Service (NCS), Local Government Act, Standing Orders, Bye Laws, Councils Strategic Plans, Kiribati National Urban Policy.
11. Internal Stakeholders: - Head of Departments. - Clerks of Urban & Rural Councils. Without referred to Manager: - Direct supervision on urban council's solid waste management related programs - Record the minutes of any Urban management meetings and the maintenance of those minutes.	12. External Stakeholders: - Urban & Rural Councils - Mayors & Clerks of Urban and Rural Councils - Relevant Ministries - External Donors partners (NZ, JICA, UNHabitat, UNDP) - Other donor partner - Private Sector - Communities/NGOs To be referred to Manager - Assist the UMO to implement Urban Management activities. - Representing MCIA-LGD in meetings/workshops that are relevant to Urban Management.

This 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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3. Implementation of the minutes and follow up with responsible councils/bodies. 4. Maintain database and information records 5. Assist students with information required 4. Maintain the clerical and administrative support of the UMU.	3. Providing cabinet's information and other relevant information required by the SUMO. 4. Data collection on urban issues 5. Conduct Communication, Education and Public Awareness on urban issues 6. Assist to conduct waste management awareness to the Public and Government bodies. 7. Provide information on Urban policy development. 8. Daily monitoring and supervising of Urban issues program/activities. 9. Maintaining clerical and administrative work.
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, KNUP, MOP and Divisional Plan)*

- *KV20: Four Pillar*
- *KDP/KPA:*
- *MSP Outcome:*
- *Divisional Plan*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Urban Management Unit will be operated in an efficient and effective manner.	Provides clerical and general administrative support to the Urban Management Unit.	Set target for UMU will be achieved as scheduled.
2. Assist in implementing urban management strategies that mitigate the environmental and social impacts of rapid urbanization.	1. Assist in organizing and facilitating urban management meetings and stakeholder consultations 2. Support implementation of initiatives addressing solid waste management and urban pollution control.	1. Number of meetings organized per quarter and % of meetings conducted according to annual work plan 2. Number of solid waste or environmental initiatives supported 3a. Urban database developed and updated 3b. Number of urban data reports

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	3. Collect, compile, and maintain updated data and information on urbanization trends and emerging urban issues (UMU data) 4. Contribute and submit monthly and quarterly reports on urban management activities and progress. 5. Support the design and delivery of training and capacity-building programs for Urban Councils in line with the Kiribati National Urban Policy (KNUP) and the needs of Urban Councils	compiled and downloaded (for archives) 3c. Availability of up-to-date urban issue records 4. Contribution on progress reports submitted 5. Number of training needs secured and supported for urban councils.
3. Improve Urban Development activities on Tarawa and Xmas and strengthened capacity to mitigate and resolve urban challenges	1. Support urban councils in the planning, implementation, and monitoring of urban development programs, including the preparation and operationalization of Urban Council Strategic Plans (ISP) and other legal frameworks. 2. Strengthen the institutional capacity of urban councils by facilitating access to technical assistance, training	1a. Number of monitoring and evaluation reports produced on the implementation of Strategic plans 1b. Number of urban council plans (e.g. Council Strategic Plans) developed or updated 1c. Number of urban development programs supported for implementation

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	opportunities, and potential funding or development support. 3. Participate in international, regional and local meetings and trainings related to urban management.	2a. Number of institutional strengthening initiatives supported 2b. Number of resources (funding and technical) mobilized and secured 3. Number of meetings and trainings attended
4. Communication, Education and Public Awareness – to enhance the visibility of the office	1. Assist to collate information on urbanization for public use a. Provide students and general public with information required on urbanization b. Carry out and participate in the communication, education and public awareness programs on urbanization Other responsibilities as may be assigned by SRO	1. Data/Information collected and updated - Database or filing system should be developed or put in place in order for the Ministry to easily track the divisional progress. - Number of visits for research purposes - Number of awareness campaigns, awareness materials produced

14. Key Challenges	15. Selection Criteria
- Working Outside business hours - Dealing direct to the communities to implement urban issue programs. - Meeting the Urban councils need to address urban issues. - Changing the mindset of the people. - Limited funding cannot cater for a massive urban issues.	15.1 PQR (Position Qualification Requirement): Qualification 1. Diploma in Environmental Science, Environmental management, Governance and Economics and other related fields. 15.2 Key Attributes (Personal Qualities): - Work oriented and patient - Respect others especially customs and traditions of respective urban communities.

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	• Team player • Proactive and innovative • Flexible
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