

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Marine Resources Development		
2. Position Title: Inshore Research Officer	3. Salary Level: 9-7	4. Division: Mineral Division
5. Reports To: PMO-Inshore	6. Direct Reports: (PMO-Inshore)	
7. Primary Objective of the Position: Mineral explorations and reconnaissance of potential revenue and employment opportunities through exploration and mining of land and nearshore Minerals.		

8. Position Overview	
<p>9. Financial: Up to \$4,143.00 or more</p>	<p>10 Legal: National Condition of service 11 Mineral Licensing Ordinance 12 Foreshore Ordinance 13 Aggregate policy 14 Kiribati National Fisheries Policy</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Mineral Division Staff • HODs • Ministry of Fisheries and Marine Resources Development Staff • FLEU staff • PDD staff <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Reports and briefings • 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Foreshore Management Committee • Kiribati National Expert Group • Environment and Conservation Division • Lands Division • Island Councils • Local Communities • SPC GSD • EPOG • ESAT-TACL • FSPK • OB <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Reports and briefings

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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Coastal zone management	Coordinate mineral research and coastal research surveys, and other related coastal work and development activities	Reports on Mineral Research, coastal research surveys and other related coastal work and development activities
	Liaise with Government ministries and Non-Government Organizations on matters necessary for the development of the Mineral Sector	No. of Partners
Raising awareness	Assist in providing information for public awareness programs focusing on coastal related issues	No. of public awareness programs and materials
	Provide assistance to the Ministry in the application of marine related geospatial data	No. of Maps
Coastal zone management	Assist with duties on Coastal management activities within Kiribati	FMC meeting, no of seawall and mining applications assessment reports.
	Develop spatial coastal information for coastal management plan	Maps
	Coordinate coastal monitoring works within Kiribati and prepare report on findings	No of islands visited and reports
	Keep up with scientific development on coastal management issues	Trainings
Technical mapping to support decision making and the management of fisheries and marine resources	Provide assistance to stakeholders in related GIS matters (i.e. Marine Spatial Planning-zoning, mapping of Fisheries data etc)	No. of assistance provided and map products
	Perform other duties as may be assigned by the Director and/or Secretary from time to time	No. of Ad hoc activities

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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none">• Advanced technology• Reports are too technical to be translated into Kiribati version public awareness materials•	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Degree in Bachelor of Science with emphasis of earth science related subject.</p> <p>Experience: at least 2 years of experience on mapping and surveying works</p> <p>Job Training: GIS and surveying training background is preferred</p> <p>Prerequisite: capacity in GIS and Surveying, lab analysis in earth science or geology.</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">○ Should have knowledge on coastal process and geology○ Good understanding of the Kiribati Communities and different cultures and customs○ Good understanding of the working environment in Kiribati (low lying island)○ <p>2. Skills:</p> <ul style="list-style-type: none">○ Computer skills○ GIS or mapping skills

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	<ul style="list-style-type: none">○ Good communication skills in oral and written both in English and Kiribati languages <p>3. Attributes</p> <ul style="list-style-type: none">○ Efficient○ Analytical and problem solving skills○ Ability to take initiative and work without supervision○ Aptitude for the provision of high quality service○ Flexible approach and demonstrated ability to meet deadlines○ Ability to work as part of a technical team, with a high level of interpersonal skills and minimal supervision○ Effective and efficient○ Innovative and proactive○ Approachable
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