


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Wildlife Officer	3. Salary Level: L11-10/9	4. Division: Environment and Conservation Division.
5. Reports To: ASEO,PM, DDECD, DECD – ECD	6. Direct Reports: <i>(Write No. & Position Title: ASEO</i>	
7. Primary Objective of the Position: To assist the ASEO (WCU), PM (BCU and CC) and the ECD management in implementing biodiversity activities in order to meet obligations under the Environment Act (Amendment) 2007, the Wildlife Ordinance and the Recreational Reserves Act 1996, the Convention on Biological Diversity and other biodiversity related conventions/agreements		

8. Position Overview	
9. Financial:	10. Legal: Environment Act (Amended) 2007, Wildlife Ordinance and Recreational Reserves Act 1996
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Deputy Director • Senior Environment Officers • Climate Change officers • Environment Inspectors • Development and Control Officers • Waste Management Officers • Environment Outreach Awareness Officers <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Work plan • Advices on biodiversity matters • Advices and recommendations on the biodiversity related conventions/protocols that Kiribati is yet to be party to 	12. External Stakeholders: <ul style="list-style-type: none"> • Government Ministries • General Public/NGOs/local communities/tourists/Private Businesses • Regional organizations responsible to provide technical advices. <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Activities that stakeholders would involve in • Activities and updates that stakeholders would contribute to in order for Kiribati to meet its obligations under the biodiversity related activities • Activities from line ministries, NGOs, businesses and local communities that would need BCU staff to participate in • Any issues encountered with stakeholders/local communities • Unclear advices and poor customer services


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<ul style="list-style-type: none"> • Progressive reporting requirements • Leave plan • Personal conflicts 	<ul style="list-style-type: none"> • Any other matters that cannot be dealt with the Environment Act (Amendment) 2007 and the Recreational Reserves Act 1996 	
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
Improvement in the biodiversity and wildlife programs in the Linnix group	Supervises the biodiversity and wildlife programs in the Linnix groups;	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> • The number of programs for biodiversity and wildlife supervised and carried out <p>Outcome</p> <ul style="list-style-type: none"> • The biodiversity and wildlife programs in the Linnix group is improved
The improvement in the patrol, monitoring and surveys	Conduct patrol, monitoring and surveys	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> • The number of patrol, monitoring and surveys carried out <p>Outcome</p> <ul style="list-style-type: none"> • The patrol, monitoring and surveys improved


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<p>The improvement in the reporting system for the monitoring and surveys</p>	<p>Prepare and compile monitoring and survey reports</p>	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> • Number of monitoring and survey reports completed <p>Outcome</p> <ul style="list-style-type: none"> • The reporting system for monitoring and surveys is improved
<p>updated EMIS, CHM, and BCH with biodiversity information</p>	<p>Feed and update EMIS, CHM and BCH with biodiversity information</p>	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> • Types of biodiversity information provided to the EMIS, CHM and BCH <p>Outcome</p> <ul style="list-style-type: none"> • Improved and updated EMIS, CHM and BCH with biodiversity information
<p>Improvement in meeting Kiribati's obligations under the biodiversity related MEAs</p>	<p>Assist ASEO (WCU-ECD) in implementing obligations under the biodiversity related MEAs (reporting, decisions, etc)</p>	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> • Number of national reports drafted and submitted to the biodiversity related MEAs that Kiribati is party to • Number of activities conducted in country that contribute to the implementation of Kiribati's obligations under the biodiversity related MEAs that Kiribati is party to <p>Outcome</p> <ul style="list-style-type: none"> • Improved performance in meeting obligations under the


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		biodiversity related MEAs that Kiribati is party to
The improvement in the implementation of environment projects	Assist in implementing environment projects	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> Number of environment projects implemented <p>Outcome</p> <ul style="list-style-type: none"> The implementation of environment projects is improved
Updated documentary of natural terrestrial and marine flora and fauna in the Linnix group	Assist in collaborating with relevant agencies within the Linnix groups to document and review the past, existing and potential natural terrestrial and marine flora and fauna of the natural environment of Line and Phoenix islands;	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> The types of terrestrial and marine flora and fauna documented The number of terrestrial and marine flora and fauna documented <p>Outcomes</p> <ul style="list-style-type: none"> Natural terrestrial and marine flora and fauna for the Linnix group is documented and updated
The identification and establishment of natural parks, reserves or protected areas and species is made	Assist to identify establish natural parks, reserves or protected areas and protected species that may deem necessary to carry out in accordance with the object of the Environment legislation, Wildlife ordinance and other related law;	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> Number of natural parks and reserves identified and established Number of protected areas established Types of protected species identified and established <p>Outcome</p> <ul style="list-style-type: none"> Natural parks, reserves or protected areas and species are identified and established
Improvement in the conservation and	Assist to develop strategies related to environmental	Performance indicators/measures


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management through the strategies developed for the Linnix group	conservation and management that are specific to Line and Phoenix islands	<ul style="list-style-type: none"> number of strategies developed <p>Outcomes</p> <ul style="list-style-type: none"> The conservation and management in the Linnix groups is improved
Management of administrative matters of the Unit	<p>Assist the ASEO in preparing workplans and budgets for the WCU-ECD</p> <p>Assist the ASEO in preparing progressive reports and project reports</p> <p>Act as counterpart or observers in the Scientific Researches carried out in the Line and Phoenix group</p> <p>Represent ECD in relevant Government boards and committees, task forces on Kiritimati</p> <p>Coordinate environment related committee meetings</p> <p>Act as local counterpart to any TA assigned to work with WCU-ECD</p> <p>Perform any other tasks assigned by Officer in Charge of ECD</p>	<p>Performance Indicators/measures:</p> <ul style="list-style-type: none"> Progressive report is submitted to the ECD management Unit's workplan and budget is developed submitted No. of meetings Wildlife and Conservation Unit staff attended No. of meetings Wildlife and Conservation Unit staff organized and coordinated No. of TAs accommodated and assisted by BCU No. of tasks undertaken as per the advice of the ECD management <p>Outcome:</p> <ul style="list-style-type: none"> The Unit's activities are implemented in accordance to the objectives of MELAD's MSP and KDP
Improvement in the implementation and enforcement of the Recreational reserves Act 1996 and its regulation in designated reserve areas in the Linnix group	Implement the recreational reserves act and its regulation in designated recreational reserve areas in the Linnix group	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> No. of cases found breaching the act and the regulation <p>Outcomes</p> <ul style="list-style-type: none"> Improved implementation and


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		enforcement of the reserves act and its regulation
Improvement of enforcement of the Environment Act (Amendment) 2007 and its associated regulations in the Linnix group	Implement and enforce Environment Act (Amendment) 2007 and its associated regulations with support from the ECD main Office in South Tarawa	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> Number of cases found breaching the Environment Act (Amendment) 2007 and its associated regulations <p>Outcome</p> <ul style="list-style-type: none"> Improved enforcement on the Environment Act (Amendment) 2007 and its associated regulations
Improvement on the work on developing a Linnix red list of rare, endangered, threatened and vulnerable species through the establishment of a multi-disciplinary roster of experts	Assist in the establishment of a multi-disciplinary roster of experts on biodiversity to develop a Linnix red list of rare, endangered, threatened and vulnerable species, among other things;	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> Number of experts joined the roster of experts Types of rare, endangered, threatened and vulnerable species recorded on the red list <p>Outcome</p> <ul style="list-style-type: none"> The Linnix red list of rare, endangered, threatened and vulnerable species established through the work of the established multi-disciplinary roster of experts on biodiversity
Improvement in the implementation and enforcement of the Wildlife Ordinance	Implement and enforce the Wildlife Ordinance	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> No. of cases found breaching the Ordinance <p>Outcome</p> <ul style="list-style-type: none"> Improved implementation and

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		enforcement of the reserves act and its regulation
Improvement in the eradication, control and management of feral predators	Undertake eradication, control and managing of feral predators;	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> number of eradication activities carried out <ul style="list-style-type: none"> Number of feral predators eradicated <p>Outcomes</p> <p>The feral predators are controlled and managed</p>
The improvement on the investigation and prosecution on cases breaching the Wildlife Ordinance	Conduct Investigation and prosecution on any cases breaching Wildlife Ordinance	<p>Performance indicators/measures</p> <ul style="list-style-type: none"> Number of cases investigated and prosecuted <p>Outcomes</p> <ul style="list-style-type: none"> The investigation and prosecution on cases breaching the Wildlife Ordinance is improved

10. Key Challenges	11. Selection Criteria
<p>KEY CHALLENGES.</p> <ul style="list-style-type: none"> Insufficient operational budget Unavailability of office equipment Inadequate support from the stakeholders – this need admin support and assistance 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: A bachelor's degree in Environmental Science or environmental management related fields, preferably biodiversity related fields</p> <p>Experience: Relevant work experience in a biodiversity related field</p> <p>Job Training: should have undergone short trainings on biodiversity</p>


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	<p>related fields</p> <p>Prerequisite: to be eligible for this position, the post-holder should at least have obtained a degree on Environmental Science or environmental-related fields system, preferably biodiversity related fields and should have undergone on the job training on any biodiversity related fields.</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">• Should have good knowledge on environment management skills, especially biodiversity management skills.• Mature in his/her approach.• Good communication skills • Good personality - social and respectful.• Computer literate.• Have a good command in both English and Kiribati speaking and writing skills• Good leadership skills• Good analytical skills• Capability to handle conflicts

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