

ANNEX IV: TERMS OF REFERENCE FOR GCCA+ SUPA PROJECT TECHNICAL SUPPORT OFFICER

The Project Technical Support Officer will be recruited and employed by the Water and Sanitation Engineering Division (WSED) within the Ministry of Infrastructure and Sustainable Energy (MISE) in Kiribati to assist the Kiribati National Outer Island Coordinator (NC) for implementation of the project, under the Global Climate Change Alliance Plus – Scaling Up Pacific Adaptation (GCCA+ SUPA) Project. He/She will provide support to the National Coordinator (NC) with other routine works while the NC will focus on a more strategic and substantial responsibilities. This will ease the load of the NC and fast track the project activities given only 12 months left to complete the project.

The Project Technical Support Officer should be highly motivated, enthusiastic and He/She should have a strong scientific/technical background and knowledge in project management. While the priority responsibilities for the proposed Project Technical Officer are the project tasks under his/her ToR, He/She will also provide assistance to MISE with some activities. The ability to work with a wide variety of people from governments, communities, private sector, non-governmental organizations, etc. is essential.

Duties:

The Project Technical Support Officer, in consultation with the NC, the Head of Department (HoD) for WSED, Director for Engineering Services (DES) and the Secretary, MISE, will be responsible for the day-to-day coordination and supervision of the implementation of the project. His/Her duties will include among others:

- Assist NC in Coordination of consultations to inform the design and implementation of project activities.
- Provide support to NC for the project activities oversight in Kiribati including the on-the-ground scaling up measures, training activities, and mainstreaming of disaster risk and climate change.
- Liaise with national, community and traditional leaders to ensure smooth running of project implementation and inclusivity of vulnerable groups.
- Liaise with other stakeholders and partners including the Office of Te Beretitenti and Local Island Councils.
- Assist NC in the procurement and shipment of project's materials to project's sites/location for project activities
- Assist NC in preparation of monthly progress reports on GCCA+ SUPA activities.
- Provide/Present project's update to MISE-WSED and the National Water and Sanitation Coordination Committee (NWSCC) when required.
- Participate and where necessary provide logistical assistance, for regional project activities including steering committee or project oversight committee meetings and lessons learnt meetings.
- Assist NC with all communications and awareness activities, design of locally relevant key messages. These must follow national, EU and GCCA communication and visibility guidelines as described in the GCCA+SUPA Communications Plan (June 2019)
- Assist NC in providing report to OB and KNEG on the progress of the GCCA+ SUPA activities when required by the KNEG Secretariat.

- Ensure MISE and OB staff are fully briefed on all GCCA+ SUPA activities.
- Travel to SUPA project sites including Kiribati outer islands to assist NC to monitor and ensure successful implementation of project activities.
- Assist NC in the procurement process and shipment of project's materials to project's sites/location for project activities
- Provide technical support to consultants/contractors hired including SUPA Technical Advisor to implement selected SUPA project activities including coordinating capacity building trainings for outer islands water technicians, community consultations and water assessments.
- Provide support and assistance on other activities/matters within WSED as may be required by the HoD WSED, DES and Secretary - MISE.
- Participate in relevant capacity building and training activities.

Qualifications:

- Tertiary diploma or degree in a relevant field such as project management, environmental engineering, environmental resource management or similar fields.
- At least one - three years' experience in project coordination and delivery in a related field and demonstrated experience with complex project activities.
- Proven track record of working with teams across sectors and sites and producing high quality results with minimum supervision.
- Knowledge of Kiribati policies, strategies, institutions and regulations.
- Demonstrated ability to effectively engage with a range of stakeholders to support project outcomes.
- Excellent oral and written communication skills and demonstrated ability to articulate and communicate complex issues and positions to senior administrators and community beneficiaries alike.
- Sound coordination, administrative, financial, networking and collaborative skills.
- Advanced computer skills in applications such as Microsoft Word and Excel.
- Fluency in English and I-Kiribati language (written and verbal).

Duty Station: The Project Technical Officer will be stationed in the WSED within MISE. He/she will report to the GCCA+SUPA NC, HoD WSED and

Duration: 1 year

Salary Package: L9-1

Interested applicants must submit their applications in sealed envelope to Secretary, Ministry of Infrastructure and Sustainable Energy. Registration will be opened on the **12nd of October** and to be closed on **20st October 2022**.

Details of the post can be obtained from MISE during working hours. Further Information, please call MISE on 75126192 or email: a.tiareti@mise.gov.ki or hro@mise.gov.ki