

ELA:1/12  
**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<p>1. <b>Ministry:</b> Ministry of Environment, Lands, and Agricultural Development</p>	<p>3. <b>Salary Level:</b> L11-10</p>	<p>4. <b>Division:</b> Environment and Conservation Division</p>
<p>2. <b>Position Title:</b> Assistant Environment Officer (Environment Inspector) (1)</p>	<p>6. <b>Direct Reports:</b> EO (CEU)</p>	
<p>5. <b>Reports To:</b> EO, ASEO, SEO, DDECD, DECD</p>	<p>7. <b>Primary Objective of the Position:</b> Assist to implement and enforce the Environment Act (amended) 2007 and to assist the Environment Officer in the oversight of enforcement programs.</p>	
<p>8. <b>Position Overview</b></p>	<p>9. <b>Financial:</b> \$12,100.40 - \$14,229.0</p>	
<p>11. <b>Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Deputy Director</li> <li>• Senior Environment Officers</li> <li>• Biodiversity Conservation Officers</li> <li>• Climate Change officers</li> <li>• Chemical Waste Management Officers</li> <li>• Environment Outreach Awareness Officers</li> <li>• Environment Information System Officer</li> </ul>	<p>10 <b>Legal:</b> Environment Act (amended) 2017</p>	
<p><b>To be referred to Manager/Secretary:</b></p> <ul style="list-style-type: none"> <li>• Initiatives to improve enforcement</li> <li>• Advices on enforcement protocols and procedures</li> <li>• Progressive reporting requirements</li> <li>• Leave plan</li> </ul>	<p>12. <b>External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Office of the Attorney General</li> <li>• Kiribati Police Service</li> <li>• Government Ministries</li> <li>• General Public</li> </ul> <p><b>To be referred to Manager/Secretary:</b></p> <ul style="list-style-type: none"> <li>• Complaints in regard with the enforcement of the act</li> <li>• Any issues associated with the long delay in responding to public complaints.</li> <li>• Unclear advices and poor customer service</li> <li>• Any other matters that cannot be dealt with by Assistant Senior Environment Officer.</li> </ul>	

Kindly put the PDs in the appropriate file for general purposes  
 11/9/11  
 CMM

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- Personal conflicts
- Weekly updates

**13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**

- KDP/KPA:
- MOP Outcome:
- Divisional/Departmental/Unit Plan:

**Key Result Area/Major Responsibilities**

**Major Activities/Duties**

**Performance Measures/Outcomes**

Improvement of enforcement

Ensure that the ESA operate in compliance with an EL including giving direction and advice to comply with provisions of the environment (amendment) act 2007

Attend public complaint which contravenes provisions of the environment act

Take necessary administrative and legal actions to address illegal activities.

Enforce other provisions of the environment act including excessive emission from vehicles, littering

Undertake investigation on any suspected illegal activity

Implement enforcement procedures including issuance of notices.

Assist DCU to undertake site visit to any proposed ESAs.

Monitor the impact of an ESA on the environment in terms of the coastline changes and water quality.

**Performance Indicators/Measures:**

- No. of compliance inspections undertaken.
- No. of public complaint attended.
- No. and type of legal actions undertaken.
- No. of cases reported and filed.
- No. and type of notices issued.

**Outcome:**

- Improved compliance with the Environment Act.

**Performance Indicators/Measures**

- No. of site visits undertaken
- No. of compliance and impact

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	<p>Monitor compliance of licence holders with licence conditions</p>	<p style="text-align: center;">monitoring undertaken.</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Improved compliance with the licence conditions to ensure the environment is protected from any damages.</li> </ul>
<p>Raising awareness on environment legislation and enforcement</p>	<p>Establish enforcement partnership with relevant enforcement agencies through consultation and awareness activities.</p> <p>Assist EOJ in any outreach programs that promote and improve compliance of the environment act by the public.</p>	<p><b>Performance Indicators/Measures</b></p> <ul style="list-style-type: none"> <li>• No. of enforcement partners established.</li> <li>• No. of awareness activities and enforcement training undertaken.</li> <li>• No. of outreach programs participated in.</li> </ul> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• Improved compliance with the Environment Act through partnership and public/community outreach.</li> </ul>
<p>Taking court proceeding</p>	<p>Prepare case and collect evidences for court proceeding</p> <p>Participate in court hearing as witness when required.</p>	<p><b>Performance Indicators/Measures</b></p> <ul style="list-style-type: none"> <li>• No. of court cases prepared and filed.</li> <li>• No. of cases heard in court.</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Improved court proceeding</li> <li>• Improved compliance with the Environment Act.</li> </ul>

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<p>Improvement of data management and reporting</p>	<p>Enter record on public complaint, notices issued, penalty fines, monitoring and compliance inspection reports</p> <p>Manage and update database on public complaint, notices issued, penalty fines, monitoring and compliance inspection reports</p> <p>Produce analyzed report when required</p> <p>Prepare report based on compliance inspection, environmental auditing and patrol activities.</p> <p>Keeping records of monitoring and compliance inspection reports using a registry filing system.</p> <p>Feed the EMIS with relevant EIU information.</p>	<p><b>Performance Indicators/Measures</b></p> <ul style="list-style-type: none"> <li>• Records on No. of public complaint, notices issued, and penalty notices issued are available upon request.</li> <li>• Compliance inspection report is available upon request.</li> <li>• Analyzed report is produced and available when needed.</li> <li>• The registry filing system is available and maintained.</li> <li>• EIU information is available on the EMIS</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Environment information on enforcement is available and accessible to improve decision making and reporting.</li> </ul>
<p>Administrative matters of the Unit</p>	<p>Record meeting minutes</p> <p>Undertake any other tasks assigned by Officer In Charge of ECD</p> <p>Contribute to the preparation of quarterly progressive reports</p>	<p><b>Performance Indicators/Measures</b></p> <ul style="list-style-type: none"> <li>• Meeting minutes is available when needed.</li> <li>• No. of tasks undertaken as per the advice of the ECD management</li> <li>• Progressive report is submitted</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• The Unit's activities are implemented effectively and efficiently.</li> </ul>

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**10. Key Challenges**

- Staff turn-over
- Insufficient operational budget
- Unavailability of office and proper enforcement equipment
- Delay in court proceeding
- When enforcing the legislation, officer may be at risk from local populations and foreign visitors when performing enforcement procedures.

**11. Selection Criteria**

**11.1 PQR (Position Qualification Requirement):**

**Education:** A bachelor's degree in Environmental Science or environmental management related fields

**Experience:** 2 years working experience with environmental management measures.

**Job Training:** Should have undergone short term training courses and on job training on environmental management and enforcement.

**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 and should have undergone job training on any environmental related fields.

**11.2 Key Attributes (Personal Qualities):**

- Should have good knowledge on environment management skills.
- Mature in his/her approach.
- Good personality – social and respectful.
- Computer literate.
- English spoken and writing skills
- Good leadership skills
- Capability to handle conflicts

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