

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Marine Resources Development		
2. Position Title: Principal Mineral Officer (Offshore)	3. Salary Level: L6-5	4. Division: Mineral Division
5. Reports To: Director	6. Direct Reports: <i>Director</i>	
7. Primary Objective of the Position: For overall management and effective control and maximization of economic and development benefits from offshore activities		

8. Position Overview	
9. Financial: Up to \$4,143.00 or more	10 Legal: National Condition of service Mineral Licensing Ordinance Seabed Minerals Act, 2017 Kiribati National Fisheries Policy Regional treaties for Deep Seabed Minerals International laws and regulations (UNCLOS and ISA regulations)
11. Internal Stakeholders: <ul style="list-style-type: none"> • Mineral Division Staff • HODs • Ministry of Fisheries and Marine Resources Development Staff To be referred to Manager: <ul style="list-style-type: none"> • Technical Reports, briefings and cabinet papers • Offshore staff matters • Offshore Budget • Other SPC GSD related activities 	12. External Stakeholders: <ul style="list-style-type: none"> • Marawa Board • ECD committees • Attorney General’s Office • Maritime Unit • International Seabed Authority • Private Minerals Companies • SPC Geoscience Division To be referred to Manager <ul style="list-style-type: none"> • Reports and briefings • Progress and advice on DSM and other offshore related matters at the international, regional and national level

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
Project Management	Develop new project proposals and secure funding to support offshore Activities and work program	No of proposals and funded projects
	Provide from time to time offshore work programme including any briefings, scientific or technical papers to the Director	Briefings and updates
Offshore technical duties	Provide secretariat role for the National Technical advisory Committee	Establishment of Technical Advisory committee
	Coordinate National efforts in relation to the development and management of deep seabed minerals and Marine Scientific researches	No of stakeholder prep meetings
	Subject to the guidance and directions of the Director and Technical Advisory Committee, perform the Secretariat's functions specified under Part II Section 12,13 and 14 of the Seabed Minerals Act, 2017.	No. of activities
	Manage and update the database system and registration database for titles and title holders	database in place
	Prepare reports on the development and management of Deep Seabed Minerals Activities and Marine Scientific Researches	Reports, briefings and cabinet papers
	Publish an annual report summarizing information on Seabed Minerals Activities in Kiribati	No. of Annual report published

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	Guide the development of Policies for the purpose regulating and monitoring the development of the Kiribati Seabed Minerals Sector	No of Policies developed
	Manage the designation and allocation of Titles and maintain record of titles granted and the blocks or cells of seabed to which they relate	Database in place
	Lead the development of standards and guidelines for Seabed Minerals Activities and provide advice and guidance in relation to Applications, titles, seabed mineral activities and associated matters	No of standards and guidelines developed
	Prepare briefings and reports to Technical Advisory Committee on due diligence enquiries carried out into applicant Prospectors, Licensees or Sponsored parties	No of briefing papers including meeting papers for NOMC
	Prepare and provide briefings on the evaluation of applications for Seabed Mineral Activities under Kiribati control and sponsorship	No of briefing papers on evaluation of applications
	Assist Director in preparing recommendations to the Minister and Cabinet whether or not Seabed Mineral Activities are to be permitted and on what terms	No of briefing papers/cabinet papers
	Ensure prospecting permits, licenses and sponsorship certificates are well prepared on time and issued when approved	No of prospecting, licenses and sponsorship certificates issued
	Ensure monitoring and enforcement activities are carried out on time and in accordance to the requirements of the Seabed Minerals Act and the decisions made by the Technical advisory committee and Cabinet decision	No of monitoring and enforcement actions
	Review and finalized appropriate information for public consultations	No of display
	Liaise with ISA and any other relevant international organization in accordance with the UNCLOS to facilitate	

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	the lawful conduct of Seabed Minerals Activities or the protection of the Marine Environment	
	Seek expert's advice on factual matters pertaining to the administration of the Act, and concerning the management of Kiribati's seabed minerals, including but not limited to advice on economic, legal, scientific, technical matters, and the management and conservation of the Marine Environment, including from experts outside of Kiribati	No of briefing papers
	Bound to the rules and obligations set out under the Seabed Minerals Act, 2017, particularly Section 16 of the Act	No complaints received
Capacity Building	Responsible for human resource development for offshore officials to support their work programmes	Technical assistance and trainings
	Negotiate with international donor countries and organizations with regard to assisting Mineral Divisions work programme in obtaining relevant funding for the Divisions work programmes.	No. of meeting reports No of funded projects
	Serve as an advocate for Mineral Divisions issues and represent Mineral Division at national, high level regional and international meetings and forums	No of meeting reports
Sharing and exchanging of information	Establish and maintain national, regional and international partnership networks and coordinate technical and scientific support mechanisms, which fall within the ambit of the Mineral Divisions work programme	Network and technical support mechanisms
Management	Provide technical advice and support to the Director on offshore mineral related matters	Briefing and advice
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

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	<p>As required be able to provide an appropriate level of guidance and assistance in one or more of the key areas non-living resources assessment and use, monitoring change in the non-living resources.</p> <p>Perform any other duties as assigned by the Director and Permanent Secretary</p>	<p>Non-living resources assessments, use and monitoring</p>
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Securing funding to support offshore programmes and Work Programs 	<p>11.1 PQR (Position Qualification Requirement): Education: Degree in Bachelor of Science Earth Science/Geology</p> <p>Experience: 3 years post degree work experience in Mineral Division, Job Training: Management and leadership, as well as relevant technical fields</p> <p>Prerequisite: NA</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> ○ Should have knowledge on program and project management and added advantage of working with donors. ○ Natural resource assessment and use in islands, the ecosystems based approach to management, and ocean governance in the Pacific ○ Leadership and management skills <p>2. Skills:</p>

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	<ul style="list-style-type: none">○ Compute skills○ Management and leadership skills <p>3. Attributes</p> <ul style="list-style-type: none">○ Efficient and Effective○ Innovative and proactive○ Approachable○ Ability to take initiative and work without supervision
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