

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands, and Agricultural Development		
2. Position Title: Senior Chemical and Hazardous Waste Management Officer	3. Salary Level: L11-10/ 9-7	4. Division: Environment and Conservation Division
5. Reports To: Program Manager-WMOS,DDECD,DECD	6. Direct Reports: Program Manager (WMOS)	
7. Primary Objective of the Position: To assist Program Manager – WMOS in overseeing waste and chemical management related programs assigned to CWMU including enforcement of the Environment amended Act 2007		

8. Position Overview	
9. Financial: \$11,180.00 – 12,818.00	10 Legal: Environment amended Act 2007
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Deputy Director • Senior Environment Officers • Biodiversity Conservation Officers • Climate Change officers • Environment Inspectors • Chemical Waste Management Officers • Environment Outreach Awareness Officers To be referred to Manager/Secretary: <ul style="list-style-type: none"> - Initiatives to improve environmental information system - Advices on ECD’s website and internet usages 	12. External Stakeholders: <ul style="list-style-type: none"> • Private sector • Island councils • Relevant Ministries involved in chemical/waste management • General public To be referred to Manager/Secretary: <ul style="list-style-type: none"> - Complaints in regard with poor chemical/waste management - Any non-compliance issues under the Environment amended Act 2007. - Any other matters that cannot be dealt with by the Assistant Chemical and Hazardous waste Management Officer.
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: KDP/KPA: ▪ Divisional/Departmental/Unit Plan: 	

This is 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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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Fostering behavioural change through formal education, awareness raising and research that promote best waste management and pollution prevention practices including the 3R + Return.</p> <p>Strengthening national capacity on sound chemical and waste management including the enforcement of waste and pollution provisions under the environment amended Act 2007</p> <p>Mainstreaming of chemical and waste management into national policies, plans and strategies.</p> <p>Data and information on chemical and waste including national inventory on chemicals</p> <p>Support the implementation of waste/chemical related strategies, plans National Coordination of waste and chemical related programmes, initiatives</p>	<ol style="list-style-type: none"> 1. Assist EIU with pollution related complaints 2. Provide inputs to Environment License conditions related to pollution 3. Provide advice on proper chemical and solid waste management practices to the general public 4. Assist in compliance monitoring in particular on pollution matters 5. Review, finalise and implement the national solid waste management strategy 6. Provide supporting role on marine pollution prevention activities 7. Respond to any land based pollution incidences 8. Collection and storage of data (types of wastes, generation rate, tonnage of wastes disposed, etc) 9. Conduct water quality testing and monitoring 10. Set up and maintain the inventory list of chemicals 11. Feed and update EMIS with chemical and solid waste information 12. Develop briefing and cabinet paper 13. Develop workplan and budget 14. Develop and submit progressive reports 15. Perform any other tasks assigned by Officer in Charge of ECD 16. Coordinate and implement national/regional/global chemical and waste management related projects 	<p>National waste management strategy</p> <p>National inventory on waste and chemicals</p> <p>Reports related to chemicals and waste management</p> <p>Environment Licenses</p> <p>Environment awareness materials/brochures</p> <p>Environment Management and Information System(EMIS)</p> <p>Briefing and Cabinet papers</p> <p>Workplan/budget including progressive reports</p>

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10. Key Challenges	11. Selection Criteria
<p>Resources (office equipment and human resources) will always be inadequate to undertake enforcement waste related activities which undermine the effort to effectively implement the Environment Act (amended) 2007</p>	<p>11.1 PQR (Position Qualification Requirement): Education: A bachelor's degree in environmental management OR environmental pollution or any other environmental related fields.</p> <p>Experience: 2 years post degree working experience in middle management level.</p> <p>Job Training: Should have undergone short term training courses and on job training related to chemical waste management or environmental law enforcement.</p> <p>Prerequisite: to be eligible for this position, the post-holder should at least have obtained an environmental management degree or any other environmental related degree and 2 years work of experience in the area of environment management, environmental pollution, environmental engineering or other environmental related field.</p> <p>11.2 Key Attributes (Personal Qualities) Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">• Mature in his/her approach• Good personality – social and respectful• Computer literate• English spoken and writing skills• Good leadership skills• Good analytical skills• Capability to handle conflicts

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