

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of Te Beretitenti		
2. Position Title: Adaptation Officer (formerly Climate Change Coordinator)	3. Salary Level: L 9-7	4. Division: Strategic National Policy Division
5. Reports To: Director - SNPD	6. Direct Reports: Secretary, OB	
7. Primary Objective of the Position: To provide support to the Director, SNPD and Secretary, Office of Te Beretitenti, the Secretary to the Cabinet and through them to the President and the Cabinet through the provision of technical inputs, analysis and information related to the coordination of climate change across Ministries and SOEs.		

8. Position Overview		
9. Financial: Provision made under OB annual budget	10. Legal:	
11. Internal Stakeholders: <ul style="list-style-type: none"> • All Government Ministries and SOE's • OB Senior Management Team • Support staff- SNPD • Communities and NGOs <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Any needs that will assist facilitate the completion of task's from time to time. 	12. External Stakeholders: <ul style="list-style-type: none"> • Bilateral and Multilateral Donor Partners on Climate Change • Regional and international institutions related to climate change. <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • All external communications with external partners needs approval by Director and Secretary. 	
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)		
<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

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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<ol style="list-style-type: none"> 1. Enhanced coordination of government policies and on issues requiring a whole-of-nation approach and/or through a holistic approach (KJIP and Whole of Island Approach) 2. Provide up to date technical reports and results of the implementation of climate change adaptation and mitigation using a whole of country and holistic approach (Whole of Island Approach process – IVA, SDP, Action Plan). 3. Maintenance and up to date information feeding into Kiribati Integrated Vulnerability Assessment Database (KIVAD) and which will inform Government decision making processes (Technical information, data). 	<ol style="list-style-type: none"> 1. National coordination of climate change through a multi-sectoral platform (KNEG) and through other relevant committees and groups to ensure a whole of nation approach and efficiency in planning, designing and implementing climate change measures. 2. Ensure climate change support from regional technical agencies are well coordinated and work through national systems and through existing structures and mechanisms. 3. Establish collaboration with all relevant sectors and regional and international agencies on the collection and sharing of climate change-related data. 4. Coordinate the collection and analysis of data related to the Whole of Island Approach, the IVA database and consolidate any data, reports into the IVA database system for wider dissemination to inform decision making processes at the national and local government level. 5. Perform any other duty may be assigned by the Director and the Secretary to the OB on issues of relevance to climate change. 	<p>Quarterly Progress reporting of critical issues with regards to the implementation of climate change</p> <p>Assist the SNPU – CC Unit with the compilation of regular reports and update with regards to the implementation of Climate Change Policy, Kiribati Joint Implementation Plan, the Nationally Determined Contributions, the Whole of Island Approach.</p> <p>Provide effective coordination and secretariat services to the KNEG members, including circulation of agenda and minutes, circulation of related documents, logistics and meeting arrangements, island visits, and ensuring compliance with community meeting protocols</p> <p>Compilation and formulation of technical assessment reports based on the whole of island approach process (Analysis of data and compilation of IVA reports).</p> <p>Ensuring that the KIVA database is maintained and updated with information and data relevant to climate</p>
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		<p>change adaptation and mitigation.</p> <p>Excellent and timely provision of advice and reports, etc that may be required from time to time relevant to Climate Change and to the Strategic National Policy Unit.</p>

10. Key Challenges	11. Selection Criteria
<ol style="list-style-type: none"> 1. Obtaining information on a timely basis from Ministries and relevant bodies 2. Obtaining relevant information from stakeholders at the local, regional and international area. 3. Obtaining quality and relevant information from the public 4. Establishing a good database 5. Coordination of activities with other government Ministries, Public Enterprises and the general public 	<p>11.1 PQR (Position Qualification Requirement): Education: Degree – preferably at post-graduate level-in environmental science, geography and related fields</p> <p>Experience: At least 1 year relevant working experience in middle to senior management position.</p> <p>Job Training: Nil</p> <p>Prerequisite: Nil</p> <hr/> <p>11.2 Key Attributes (Personal Qualities): Knowledge</p>

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Skills:

- Excellent communication skills, especially written and spoken and preferably in English
- Requires little or no supervision
- Good interpersonal and public relation skills

Attributes

- Efficient and Effective
- Innovative
- Approachable and cooperative
- Dedicated
- Considerate and respectful

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