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| **Ministry:** Ministry of Environment, Lands, and Agricultural Development | | |
| 1. **Position Title:** Program Manager (PIPA & SLIMPA Section) | 1. **Salary Level:** 6-5 | 1. **Division:** Environment and Conservation Division |
| 1. **Reports To:** DDECD, DECD, SRO | 1. **Direct Reports:** DDE/DECD | |
| 1. **Primary Objectives of the Position:** (1) To assist ECD Mgt (DD/D-ECD) to fulfil ECD advisory/regulatory role under the relevant provisions of Environment Act 2007 (as amended); PIPA Regulations 2008 (as amended), SLIMPA Regulations 2020, PIPA & SLIMPA Management Plans, and subsidiary plans (PIPA Monitoring & Evaluation Plan; and Kanton Resource Use Sustainable Plan). (2) To provide effective secretariat and advisory support to PIPA & SLIMPA Management Committee. (3) To ensure effective management of PIPA and SLIMPA for long term biodiversity conservation. (4) To oversee effective supervision of PIPA & SLIMPA Section (PSS). | | |

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| 1. **Position Overview** | | | |
| 1. **Financial:** $17,035.20-$17,407 | | 1. **Legal:** Environment Act 2007 (as amended); PIPA Regulations 2008 (as amended), and SLIMPA Regulations 2020 | |
| * **Internal Stakeholders:** * Director, ECD * Deputy Director, ECD * Program Manager and staff, Biodiversity, Conservation & Climate Change Section (BCCS) * Subordinate staff * All ECD staff (when required)     **To be referred to Manager:**   * PIPA & SLIMPA Section’s (PSS) Work plan and budget inputs & progress reports * Advices and recommendations on work plan, budget, PIPA and SLIMPA Management Plans, Regulations and supplementary plans. * Other matters or issues which require approval from ECD Management, SRO or Cabinet * All procurement needs. * All personnel matters, including annual leave plan. | | 1. **External Stakeholders:**  * PIPA & SLIMPA Management Committee * Relevant Ministries/Organizations, including MFMRD, MLPID, OAG, MTCIC. * UNESCO * IUCN * Local communities and NGOs (when required)   **To be referred to Manager:**   * Advice or clearance for any tasks/activities with external stakeholders which require involvement, engagement or participation of PSS staff * Report and seek advice on any issues or complaints. | |
| **13. KEY ACCOUNTABILITIES (*Include linkage to KDP, MOP and Divisional Plan)***   * KV20 * KDP/KPA * MELAD MSP * PIPA & SLIMPA Regulations * PIPA & SLIMPA Management Plans & subsidiary plans * Divisional/Section Plan | | | |
| **Key Result Area/Major Responsibilities** | **Major Activities/Duties** | | **Performance Measures/Outcomes** |
| 1. PIPA and SLIMPA Management Plans and Regulations effectively implemented, strengthened and periodically reviewed for alignment with enabling legislation and national plans and policies. | * 1. Initiate and oversee timely and cost-effective implementation of PIPA & SLIMPA Management Plans, supplementary plans and Regulations. | | **Performance Indicators /Measures**   * Timely implementation.   **Outcomes**   * Plans and regulations effectively implemented. |
| * 1. Initiate periodic review and associated tasks to align the PIPA and SLIMPA Management Plans, supplementary plans and Regulations with the enabling legislation and national plans and policies. | | **Performance Indicators/Measures**   * No. of review   **Outcomes**   * Plans and regulations aligned to enabling legislation and national plans and policies. |
| 1. PIPA and SLIMPA permits regime strengthened. | * 1. Oversee effective and due diligence appraisal of applications for PIPA and SLIMPA permits in collaboration with other authorities. | | **Performance Indicators/Measures**   * No of applications received, approved/declined * Timeliness of receipt acknowledgement & appraisal   **Outcomes**   * All applications acknowledged & appraised promptly. |
| * 1. Oversee timely issuance of PIPA and SLIMPA permits and effective monitoring of compliance by permit holders. | | **Performance Indicators/Measures**   * No of permits issued * Amount of permit fees revenue earned * No. of defaulting permit holders & no of enforcement actions instituted * % Improved level of compliance   **Outcomes**   * Permit fees paid and permits issued promptly. * Compliance to permit conditions improved. |
| 1. Collaboration with other regulatory and law enforcement authorities and specialized agencies improved and PIPA & SLIMPA MCS strengthened. | * 1. Initiate and improve close collaboration with local and international regulatory, law enforcement authorities and specialized agencies to strengthen PIPA and SLIMPA monitoring, control and surveillance (MCS) actions. | | **Performance Indicators/Measures**   * No. of satellite surveillance & reports produced.   **Outcomes**   * PIPA & SLIMPA MCS strengthened. |
| * 1. Facilitate enforcement actions against illegal encroachers. | | **Performance Indicators/Measures**   * No. of encroachers * No of enforcement actions * % Level of compliance   **Outcomes**   * Enforcement actions against illegal encroachers are promptly pursued. * Compliance improved. |
| 1. PIPA and SLIMPA terrestrial monitoring and evaluation (M&E); and invasive and alien species (IAS) survey and eradication actions strengthened. | * 1. Facilitate effective terrestrial M&E and timely submission of reports. | | **Performance Indicators/Measures**   * No. of M&E done * No. of reports produced.   **Outcomes**   * M&E strengthened |
| * 1. Facilitate effective IAS survey and eradication actions and timely submission of reports. | | **Performance Indicators/Measures**   * No. of IAS actions done. * No. of reports produced.   **Outcomes**   * IAS actions strengthened. |
| 1. Sustainable ecologically-sound development of PIPA and SLIMPA facilitated. | * 1. Improve collaboration with key ministers and relevant stakeholders to facilitate sustainable and ecologically-sound development initiatives for PIPA and SLIMPA. | | **Performance Indicators/Measures**   * No. of key ministries/stakeholders consulted.   **Outcomes**   * Sustainable ecologically-sound development of PIPA and SLIMPA facilitated to increase government revenue and improve livelihood of I-Kiribati. |
| 1. SLIMPA’s registration and accreditation as ‘Biosphere Reserve’ is facilitated to strengthen management. | * 1. Facilitate official registration and accreditation of SLIMPA as ‘Biosphere Reserve’ (BR) in collaboration with BCCS, relevant stakeholders, experts and competent authorities; | | **Performance Indicators/Measures**   * Timely registration * % level of assistance/support to SLIMPA management   **Outcomes**   * SLIMPA duly registered as BR in by 2023 and management thereof strengthened. |
| 1. Secretariat and advisory support to PIPA & SLIMPA Management Committee improved, and participation in relevant meetings and events maintained. | * 1. Facilitate conduct of P&S Management Committee meetings, and provide advisory support. | | **Performance Indicators/Measures**   * No. of meetings held.   **Outcomes**   * Meeting notice circulated at least 3 days in advance and quorum is secured. * Sound advice provided to ensure well-informed decision. |
| * 1. Maintain updated meeting minutes and timely implementation of decisions. | | **Performance Indicators/Measures**   * No. of minutes recorded & confirmed. * Timely implementation of decisions.   **Outcomes**   * Draft minutes circulated for comments within 1 week after meeting and decisions are promptly implemented. |
| * 1. Participate in relevant meetings and events. | | **Performance Indicators/Measures**   * No. of meetings attended.   **Outcomes**   * Section’s representation in relevant meetings improved. |
| 1. Section is adequately resourced and functions are effectively discharged. | * 1. Develop funding proposals for unfunded activities, in collaboration with Project Planning Unit. | | **Performance Indicators/Measures**   * No of prodoc produced & approved/declined   **Outcomes**   * Additional funds/support sought for unfunded activities. |
| * 1. Initiate and oversee timely completion and submission of PSS’ inputs to ECD work plan, budget, and progress reports. | | **Performance Indicators/Measures**   * Timely completion and submission of section’s work plan and budget * No. of and timely completion of section’s progress reports   **Outcomes**   * Section’s work plan, budget and progress reports submitted within deadlines. |
| * 1. Identify and propose suitable capacity building training needs for section staff and prepare training plans. | | **Performance Indicators/Measures**   * No of staff trained.   **Outcomes**   * Staff capacity and performance improved. |
| 1. Administrative and advisory support effectively discharged. | * 1. Provide advice on PIPA and SLIMPA to ECD Management, MELAD administration and P&S Committee when required. | | **Performance Indicators/Measures**   * No of advice proffered. .   **Outcomes**   * Sound advice promptly proffered to facilitate well-informed decisions. |
| * 1. Assist with drafting of Cabinet submissions and other briefings where appropriate. | | **Performance Indicators/Measures**   * No of Cabinet submissions produced * No of briefing noted produced.   **Outcomes**   * Timely and quality Cabinet submissions and briefings to facilitate well-informed decisions/actions. |
| * 1. Oversee the overall performance assessment of PSS and recommend remedial measures. | | **Performance Indicators/Measures**   * No of performance assessment done.   **Outcomes**   * Impediments/issues identified and remedied and Section’s overall performance improved. |
| * 1. Undertake timely staff performance appraisal and provide annual confidential reports. | | **Performance Indicators/Measures**   * No of SPAs and ACRs submitted.   **Outcomes**   * Staff’s performance appraisals strengthened to ensure timely actions. |
| * 1. Collaborate with other Program Managers to provide support to ECD Management and MELAD Administration. | | **Performance Indicators/Measures**   * Nature and no. of support provided   **Outcomes**   * Joint collaboration improved and overall performance enhanced. |
| * 1. Undertake any other lawful tasks as may be directed by the Deputy Director, Director or Senior Responsible Officer. | | **Performance Indicators/Measures**   * Nature and no. of other tasks   **Outcomes**   * Optimum use of available human resource to address any gaps to enhance service delivery. |

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| **10. Key Challenges** | **11. Selection Criteria** |
| * Staff turn-over * Insufficient operational budget * Unavailability of office equipment and proper working tools * Delay in decision-making * Lack of support from key stakeholders. | **11.1 PQR (Position Qualification Requirement):**  **Education:** A bachelor’s degree in Environmental Science, environmental management and related fields or any other relevant fields.  **Experience**:  At least 3 years work experience in the management of PIPA and SLIMPA.  **Job Training:** Should have undergone short term training courses and on job training on environmental management and enforcement or related to management of PIPA and SLIMPA or protected areas in general.  **Prerequisite:** To be eligible for this position, the post-holder should at least have obtained a bachelor’s degree on Environmental Science and should have undergone job training on any environmental related fields. OR a bachelor’s degree any other relevant fields but with at least 3 years work experience in the management of PIPA and SLIMPA. |
| **11.2 Key Attributes (Personal Qualities):**   * Good knowledge on environment management skills or management of protected areas. * Mature in his/her approach. * Good personality – social and respectful. * Computer literate. * Good English spoken and writing skills * Good leadership skills * Good public relations skills * Ability to work with multi-ethnicity and multi-gender team * Capability to handle conflicts * Ability to maintain a zero-corruption working environment. |