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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
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| 1. **Reports To:** DDECD, DECD, SRO
 | 1. **Direct Reports:** DDE/DECD
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| 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**
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| 1. **Financial:** $17,035.20-$17,407
 | 1. **Legal:** Environment Act 2007 (as amended); PIPA Regulations 2008 (as amended), and SLIMPA Regulations 2020
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| * **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.

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| **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
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| **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.
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| * 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.
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| * 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.
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