

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Environment Impact Assessment Officer	3. Salary Level: 11-10/9-7	4. Division: Environment and Conservation Division.
5. Reports To: PM, DDECD, DECD – ECD	6. Direct Reports: <i>(Write No. & Position Title: PM (LCPS))</i>	
7. Primary Objective of the Position: To assist the Director and Deputy and ECD in implementing the Environment Licensing System to meet the objectives of the Environment Act (amended) 2007.		

8. Position Overview	
9. Financial: \$19,110.52 – \$25,042.42	10 Legal: Environment Act 2021 and regulations
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Director • Deputy Director • Senior Environment Officers • Biodiversity Conservation Officers • Climate Change officers • Environment Inspectors • Waste Management Officers • Environment Outreach Awareness Officers • Environment Spatial Planning Officers • Environment Data Management System Officers <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Initiatives to improve environmental licensing system • Advices on environmental licensing system and procedures. 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Government Ministries • General Public including civil society stakeholders • Regional organizations responsible to provide technical advices. • International partners <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Complaints in regard with the Environment Licence system • Any issues associated with the long delay in processing and approval of the EL. Poor customer service • Any other matters that cannot be dealt with by the Environment Impact Assessment Officer

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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<ul style="list-style-type: none"> • Advices on Environmental Impact Assessment procedures. • Progress of ELs including EMP/EIA review outcome for timely issuance of EL. • Progressive reporting • Leave plan • Personal conflicts • Weekly updates 		
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
<p>Proposed developments are screened in accordance to the Environment Act & regulations requirement to minimize their impacts on the environment.</p>	<p>Review of environment license application form, and ensure and facilitate the involvement of key units, relevant ministries, key technical partners at the national level, regional and international level in the review process where necessary.</p> <p>Undertake desktop literature research on the proposed development to identify similarities and difference in documented impacts of similar projects undertaking in the Pacific Island regions, SIDS and LDCs, as appropriate.</p> <p>Organize internal preparations and work with all relevant PMs and HOU's and Project Managers within ECD, to facilitate ECD's internal monitoring of environment indicators approved as part of the EL conditions issued, for appropriate environment data generation and collection.</p> <p>Carry out site visit to proposed development projects when required.</p>	<p>Performance Indicators/Measures:</p> <ul style="list-style-type: none"> • Number of environment licence applications received and reviewed. • No. of Environment Licences issued. • Number of EIA report reviewed, issued with ELs • No. of ADD reviewed. • No. of environment scientific research applications received. • No. of environmental scientific research issued with permits and conducted in Kiribati. <p>Outcome:</p>

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	<p>Prepare site visit reports.</p> <p>Direct and give advice on the best and sound alternate design, and construction method for the proposed development.</p> <p>Consult national and regional and international bodies for technical advice, assistance, and support.</p> <p>Process environment licences with conditions based on development projects subjected to EIA.</p> <p>Ensure that EMP/EIA reports including CEMP are submitted on a timely manner by the proponent or licence holder for review</p> <p>Lead the review of EMP/EIA reports including CEMP, and facilitate and ensure the involvement or participation of key units and other stakeholders in the review process.</p> <p>Lead the monitoring and tracking of approved EL database</p> <p>Review of project activity design documents</p> <p>Review and process environment scientific research permit.</p>	<ul style="list-style-type: none"> Improved environmental management
<p>Improvement of guidelines to ease planning and decision making</p>	<p>Review and update screening and EIA review checklist from time to time</p> <p>Review and update environment Licence templates</p> <p>Review and update environment license applicant guideline when required</p>	<p>Performance Indicators/Measures:</p> <ul style="list-style-type: none"> No. of reviews done No. of templates/guidelines revised <p>Outcome:</p> <ul style="list-style-type: none"> Improved the planning and decision making procedure
<p>Improvement of enforcement</p>	<p>Assist CEU to prepare case and collect evidences for court proceeding</p> <p>Participate in court hearing as witness when required</p>	<p>Performance Indicators/Measures:</p> <ul style="list-style-type: none"> No. of cases and evidences prepared and attended.

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	Assist with environment compliance monitoring	<ul style="list-style-type: none"> No. of court hearings attended. <p>Outcome: Improved compliance with the Environment Act to ensure the environment is protected from any damages.</p>
Management of administrative matters of the Unit	Provide briefing and cabinet paper information	<p>Performance Indicators/measures:</p> <ul style="list-style-type: none"> Progressive report is submitted to the ECD management Unit's workplan and budget is developed No. of tasks undertaken as per the advice of the ECD management <p>Outcome:</p> <ul style="list-style-type: none"> The Unit's activities are implemented in accordance to the objectives of MELAD's MSP and KDP
	Represent the ECD in any meetings related to Development Control	
	Develop and prepare workplan and budget for the Unit	
	Act as a counterpart for any consultants and TAs assigned to ELU	
	Prepare progressive report	
	Prepare technical reports, and briefings when required.	
	Provide support and assistance to PM on matters related to development control	
	Undertake any other tasks assigned by Officer In Charge of ECD	

10. Key Challenges	11. Selection Criteria
<p>KEY CHALLENGES.</p> <ul style="list-style-type: none"> Staff turn-over Insufficient operational budget Unavailability of office equipment 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: A bachelor's degree in Environmental Science or environmental management related fields</p> <p>Experience: 2 years post degree working experience in middle management level.</p>

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	<p>Job Training: Should have undergone short term training courses and on job training on environmental management and enforcement.</p> <p>Prerequisite: to be eligible for this position, the post-holder should at least have obtained a degree on Environmental Science or environmental-related fields system and should have undergone job training on any environmental related fields.</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">• Should have good knowledge on environment management skills.• Mature in his/her approach.• Good personality – social and respectful.• Computer literate.• English spoken and writing skills• Good leadership skills• Capability to handle conflicts

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