

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Environment licensing officer	3. Salary Level: 11-10	4. Division: Environment and Conservation Division.
5. Reports To: PM-LCPS, HOU – ELU, DDECD, & DECD	6. Direct Reports: (<i>Write No. & Position Title:</i> PM-LCPS)	
7. Primary Objective of the Position: To assist the EIAO to implement and ensure full compliance to the environmental legislation (Environment Act 2021) and its regulations, and assist to support and facilitate full compliance to the recent strengthened environmental safeguard system at the national and sub-national (outer islands governments) levels.		

8. Position Overview	
9. Financial: \$ 19,110.52 - \$ 21,878.74	10 Legal: Environment Act 2021 and its regulations
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Deputy Director • Programme Managers – ECD • Head of Units – ECD & ECD Kiritimati Branch Office • ECD Officers (Biodiversity Conservation Officers; Climate Change officers; Environment Inspectors; Chemical Waste Management Officers; Solid Waste Management Officer; Outreach for Environment Sustainability Officer; Wildlife Conservation officers; Environment Extension Officers) <p>To be referred to Manager:</p>	12. External Stakeholders: <ul style="list-style-type: none"> • Environment license applicants/holders • Police • AG’s office • Ministries that work closely with ECD • Applicants on environmental scientific research • Regional and International technical and donor partners who are in the position to offer institutional, human/technical, and financial resources of the ELS <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Issues with Environment Licence applicants/holders • Any queries raised by Ministries/General public in regard with environment licensing system. • Payment of environment licence fees

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.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<ul style="list-style-type: none"> • Initiatives to improve the efficient and effective service delivery of the environmental licensing system at the national and sub- national levels) • Technical advices and support on environmental licensing system • Any other matters that cannot be dealt with by the Head of Unit – Environment Licensing Unit • Progress, Six Monthly, MELAD MSP bi-annual and MELAD ECD Annual reporting requirements • Leave plan • Personal conflicts • Weekly updates 	<ul style="list-style-type: none"> • Any matters relating to environmental scientific research permit; ODS license matters; etc
--	--

13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**
- **KIEP**
- **Environment Licensing Strategic Actions Plan**
- **Environment Safeguard Strategic Framework**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Improvement of environment licensing system	Assist PM and EIAO to review the environment licensing guidelines	Revised guideline is in place
Improved and effective outreaching at the national and sub-national level on the importance and purpose of the Environment Licensing System in Kiribati at all levels of society	Facilitate and work closely with OESU team on the outreaching of the ELS at the national and sub-national levels	Increased in number of people at different levels of society, who are aware and understand and appreciate the importance of the ELS in Kiribati
Updating, management, and reviewing of the EIA database & EL Indicators	Assist PM and EIAO to enter environment licence application details in the EIA database	Number of environment licence application forms entered in the database.

This 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.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Review of completed development applications and provide recommendations and guidance on key areas that need further and thorough review and inputs by other ECD Sections	Assist PM and EIAO to review completed applications and process their Environment Licence.	Number of applications reviewed and processed with Environment Licence.
	Provide summary brief on key areas that need verification, monitoring, or further follow up on approved development projects implemented, to inform and guide the site visits	Number of summary briefs provided for each relevant development projects.
	Develop schedules and ensure its implementation by the relevant ECD team, for follow up monitoring site visits to development projects	Number of monitoring site visits undertaken according to the endorsed schedule plans
	Carry out site visits to any development proposals and prepare site visit report	Number of site visits undertaken
Improvement of enforcement of the Environment Act 2021	Assist CEU to undertake environment compliance monitoring and audits on development projects (ESAs)	Number of compliance monitoring undertaken
Review of submitted EIA reports	<p>Assist PM and EIAO in reviewing EMP/EIA reports and CEMP, prior the meetings of the EIA Review Full Committee at the MELAD ECD level</p> <p>Facilitate and disseminate the reviewed EIA report once done at the ECD level, for further inputs/feedbacks/comments from key relevant Technical Ministries and appropriate Technical partners at the regional and international levels</p> <p>Make appropriate follow ups to all key stakeholders targeted to make inputs into the EIA report shared from ELS to both ECD team and all ELS external stakeholders.</p> <p>Consolidate all inputs/comments/queries/feedbacks received on completed EIA reports for further consideration at the ELS and ECD level, as appropriate.</p>	Number of EIA reports reviewed.

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.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Updated information for court proceedings	Assist PM and EIAO to gather evidence and provide information for court proceedings on what???	Number of court proceedings attended.
Progressive and technical reports produced.	Contribute and make inputs to progress, annual, bi-annual, six monthly technical and related reports.	Number of progressive reports provided annually.
	Contribute and make inputs to technical reports and briefings.	Number of inputs to technical reports provided.
Developed brief papers for HM information	Assist PM and EIAO to develop briefing on environmental licensing system for HM, MELAD Admin, and ECD Management team, when the need arise	Number of brief paper developed.
Secretary of the EIA national review committee	Record minutes of the EIA national review committee meetings Assist to co-secretariat during the meetings of the KIEP KIOC TA1	Meeting minute is available

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • To remain impartial on all development proposals submitted. • Assessing major development projects that have not been carried out in Kiribati before • Assessing the impacts of coastal developments without coastal engineering expertise • Patience to deal with individuals as well as community complaints, comments and objections on the development activities proposed. 	<p>11.1 PQR (Position Qualification Requirement): Education: A bachelor’s degree in environmental management OR environmental engineering or other environmental related field.</p> <p>Experience: No working experience in the environmental related field is required.</p> <p>Job Training: Should have undergone short term training courses and on job training on environmental management, reviewing EIA reports, enforcement of the Environment Act.</p>

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.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<ul style="list-style-type: none">• Working over time and during weekends and after hours on urgent national development projects that need immediate attention and clearance at the earliest from MELAD ECD• Internal and external travels, leaving families and colleagues for few days to weeks• The post-holder is required to treat everyone with respect and fairness and without impartiality.• Pressure to meet the expected date for the development activity to start, in particular, major government projects, especially when the application is submitted late, the needed advice from regional bodies to solidify the technical recommendations for conditions is yet to be received.	<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.</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">• Should have good knowledge on environmental management or any other environmental related field.• Mature in his/her approach.• Good personality – social and respectful.• Computer literate.• English spoken and writing skills• Good leadership skills• Capability to handle conflicts• Flexible and excellent team player• Easy to work with and social• Patience and have good sense of humor• Confident to work with minimal supervision

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.

Approved by:	Date of Issue:
---------------------	-----------------------