

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of Te Beretitenti		
2. Position Title: Director	3. Salary Level: L: 4	4. Division: Climate Change and Disaster Risk Management
5. Reports To: Secretary OB (SOB)	6. Direct Reports: Secretary OB (SOB)	
7. Primary Objective of the Position: To provide sound strategic advice and analysis on a wide range issues related to CCDRM.		

8. Position Overview

9. Financial: Provision made under OB annual budget	10 Legal: The position exists within the OB
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • All Government Ministries and SOEs • Senior Management Team • Support Staff – Strategic Policy Unit • Communities (NGO’s Churches etc) and customers <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Any needs that will assist to facilitate the complete tasks from time to time 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Donor Partners • Regional and International institutions <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Assistant required to liaise with the external partners to facilitate task required from time to time

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

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Strategic Leadership and Policy Development:	<ul style="list-style-type: none"> • Provide strategic leadership and vision for climate change and disaster risk management initiatives in Kiribati. • Lead the development, review, and update of national climate change policies, strategies, action plans 	<ul style="list-style-type: none"> • Timely production of high-level policy advice • Climate Change and Disaster Risk Management Regulations, Policies,

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	<p>(including adaptation and mitigation), and disaster risk management frameworks, ensuring alignment with the Kiribati Development Plan and other relevant national policies.</p> <ul style="list-style-type: none"> • Provide high-level policy advice to the Permanent Secretary and other government ministries on climate change and DRM issues. • Ensure the integration of climate change and DRM considerations into national development planning processes across all sectors. 	<p>Strategies, and Action Plans are constantly reviewed and updated. Timely production of new policies and procedures</p>
<p>Program Management and Implementation:</p>	<ul style="list-style-type: none"> • Oversee the effective implementation of national climate change and DRM programs and projects, ensuring they are delivered on time, within budget, and to the required quality standards. • Foster collaboration and coordination among government ministries, agencies, local governments, NGOs, civil society organizations, and the private sector in the implementation of climate change and DRM activities. • Monitor and evaluate the effectiveness of implemented policies, strategies, and programs, recommending adjustments as necessary. 	<ul style="list-style-type: none"> • Projects and Programs Report
<p>Resource Mobilization and Partnership Development:</p>	<ul style="list-style-type: none"> • Lead efforts to mobilize financial resources for climate change and DRM initiatives from national budgets, bilateral and multilateral donors, and international climate funds (e.g., Green Climate Fund, Adaptation Fund) in collaboration with the Climate Finance Division. • Develop and maintain strong relationships with regional and international organizations, development partners, and financial institutions to secure technical and financial support. 	<ul style="list-style-type: none"> • New financial mechanisms to support CCDRM priorities have been developed

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	<ul style="list-style-type: none"> • Explore innovative financing mechanisms for climate change adaptation and disaster preparedness. 	
Capacity Building and Awareness Raising:	<ul style="list-style-type: none"> • Identify and address national capacity building needs in climate change and DRM at individual, institutional, and systemic levels. • Oversee the development and implementation of public awareness and education campaigns on climate change impacts, adaptation measures, and disaster risk reduction strategies. • Foster knowledge sharing and the dissemination of best practices in climate change and DRM. 	<ul style="list-style-type: none"> • CCDRM Training Needs and Priorities are incorporated in the HRD Plan. • Number of staff have trained • Number of public awareness have delivered
Disaster Preparedness and Response Coordination:	<ul style="list-style-type: none"> • Lead the development and strengthening of national disaster preparedness plans and mechanisms. • Coordinate national responses to climate-related disasters and other emergencies in collaboration with the relevant agencies, as in compliance with the Disaster Risk Management and Climate Change Act 2019. • Ensure effective early warning systems are in place and accessible to communities. 	<ul style="list-style-type: none"> • A strong coordination mechanism has been put in place and implemented efficiently.
Monitoring, Evaluation, and Reporting:	<ul style="list-style-type: none"> • Establish and oversee robust monitoring and evaluation frameworks for climate change and DRM initiatives. • Ensure timely and accurate reporting to national authorities, development partners, and international bodies on the progress and impact of climate change and DRM efforts. 	<ul style="list-style-type: none"> • Timely production of the M&E Report
Regional and International Engagement and Obligations:	<ul style="list-style-type: none"> • Oversee, manage, and coordinate Kiribati's engagements in regional and international forums, negotiations, and partnerships related to climate change and disaster risk management. 	<ul style="list-style-type: none"> • Timely production of Regional and International Engagement Reports

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	<ul style="list-style-type: none"> • Ensure that Kiribati's regional and international obligations under relevant agreements, conventions, and frameworks (e.g., Paris Agreement, Sendai Framework, Framework for Resilient Development in the Pacific - FRDP) are effectively met and reported on. • Represent Kiribati at regional and international meetings, conferences, and workshops, advocating for the nation's specific needs and priorities. • Facilitate the flow of information and coordination between national stakeholders and regional/international bodies. 	
<p>Supervisory and Management Responsibilities:</p>	<ul style="list-style-type: none"> • Provide effective leadership, guidance, and supervision to staff within the Climate Change and Disaster Risk Management Division. • Foster a collaborative and high-performing team environment. • Manage the Division's budget and resources effectively. • Ensure staff professional development and capacity building. 	<ul style="list-style-type: none"> • Monthly report of the CCDRM performance

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • The availability of data for analysis tasks • Coordinating Ministries to ensure their tasks are completed on time. • Complexities of the UN systems. • Compliance to multi-donors rules and procedures. 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Must possess a master's degree in economics, OR Masters in Disaster Management OR Master's in Climate Change or other Science related master's degree.</p> <p>Experience: 5 years' experience at senior levels</p> <p>Job Training: N/A</p>

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	<p>Prerequisite: N/A</p> <p>11.2 Key Attributes (Personal Qualities): The potential candidate should possess the following skills and competencies:</p> <ol style="list-style-type: none">1. Knowledge<ul style="list-style-type: none">- Analytical- Strategic2. Skills<ul style="list-style-type: none">- Strong in figure works- Good negotiator- Broad and wider thinking or perception3. Attributes<ul style="list-style-type: none">- Respect to all staff- Good team player- Understanding and committed- Flexible-
<p style="text-align: center;">This position description provides a comprehensive, but not exhaustive, outline of the key activities of this role. It is an expectation that you may be required to perform additional duties as required.</p>	
<p>Approved by:</p>	<p>Date of Issue:</p>