

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry:		
2. Position Title: Urban Management Officer	3. Salary Level: L9-7	4. Division: Local Government Division (MICA)
5. Reports to: Senior Urban Management Officer	6. Direct Reports: Senior Assistant Urban Management Officer	
7. Primary Objective of the Position: Strengthen Councils through working collaboratively with development partners or external donors in solving issues of Urbanization (water and sanitation, etc) waste management and urban development.		

8. Position Overview	
9. Financial: N/A	10 Legal: Kiribati National Conditions of Service (NCS), Local Government Act, Standing Orders, Bye Laws, Councils Strategic Plans, Kiribati National Urban Policy.
11. Internal Stakeholders: <ul style="list-style-type: none"> • LGD Staff • Chief Local Officers • Director, LGD To be referred to Manager: <ul style="list-style-type: none"> • Preparation of work program and costing/budget • Advise on matters relating to Urban development, management and other administrative matters. • Maintain meeting minutes related to Urban Matters • Overall supervision of Urban Management Unit. 	12. External Stakeholders: <ul style="list-style-type: none"> • Public Servants • Island Councils • Mayors BTC, TUC, KUC • Island Council Clerks • MELAD • Donor partners including JICA, NZ etc To be referred to Manager <ul style="list-style-type: none"> • Advise on any payment related to urban support • Cabinet papers on urban issues.

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.

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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ <i>KV20: Four Pillar</i> ▪ <i>KDP/KPA:</i> ▪ <i>MSP Outcome:</i> ▪ <i>Divisional Plan</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Urban Management Unit will be operate in an efficient and effective manner	<ul style="list-style-type: none"> a. Develop urban policy, implement, monitor, evaluate and review if necessary. b. Conduct survey and data collection on urban issues c. Draft and develop Urban Strategic plans 	<ul style="list-style-type: none"> - Set target for UMU will be achieved as scheduled - Number of urban issues addressed - Urban Strategic plan is developed
Minimize adverse impact of Urbanization	<ul style="list-style-type: none"> a. Prepare quarterly progress on Urban Management activities and programs. 	<ul style="list-style-type: none"> - Number of progress is produced per year.
Improve Urban Development activities on Tarawa and Xmas	<ul style="list-style-type: none"> a. Coordinate the UMU and implementation programs such as Solid Management activities, other relation programs. b. Represent the Ministry in meetings on Urban Development internationally and locally. c. Facilitate outer island workshops on (bulky and e-waste, green waste and others) management. d. Work collaborate with donor partners on Urban development and waste management activities. e. Facilitate development of a detailed plan for the establishment of a "single service 	<ul style="list-style-type: none"> - Number of meeting attended - Number of workshop successfully conducted - Number of activities are funded.

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	provider” to collect, transport and dispose public’s waste on South Tarawa, Betio and Xmas.	- Number of new innovation adopted by Urban Management Unit.
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14. Key Challenges	15. Selection Criteria
<p>The post holder is expected to work closely with other government and private stakeholders including donor partner to ensure urban issues are addressed and minimized.</p> <ul style="list-style-type: none"> • Dealing with communities to implement urban development programs. • Meeting with requirement of donor partners. • Meeting the Urban Councils need to address urban issues • Utilizing limited funds to cater for a massive urban issues • Changing the mindset of the people. 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Qualification</p> <ul style="list-style-type: none"> - Degree in Governance, Management, Public Administration, Economics and other related fields. <p>Experience:</p> <ul style="list-style-type: none"> - Nil <hr/> <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Ability to advise on policy matters related with Urban development and other policies related with job. • Able to work after hours & at times weekends and to travel internally and externally. • Loyalty and commitment • Innovation and Creativity. • Team Player • Excellent oral and writing both in Kiribati and English. • Inter-personal and Communication skills to be excellent.

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