

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Office of Te Beretitenti		
2. Position Title: National Mitigation Coordination Officer	3. Salary Level: L: 9-7	4. Division: Climate Change and Disaster Risk Management Division
5. Reports To: Director - CCDRM	6. Direct Reports: Secretary, OB	
7. Primary Objective of the Position: To Provide support to the Director, CCDRM and Secretary, Office of Te Beretitenti, the Secretary to the Cabinet and through them to the President and Cabinet through the provision of technical inputs, analysis and information related to the coordination of Climate Change Mitigation across Ministries and SOEs.		

8. Position Overview		
9. Financial: Provision made under OB annual Budget		10 Legal:
11. Internal Stakeholders: • All Government Ministries and SOEs • OB Senior Management Team • Support Staff- CCDRM • Communities and NGOs To be referred to Manager: • Any needs that will assist facilitate the completion of tasks from time to time		12. External Stakeholders: • Bilateral and Multilateral Donor Partners on Climate Change Mitigation • Regional and international institutions related to Climate Change Mitigation To be referred to Manager: • All external communications with external partners need approval by Director and Secretary
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
Building strong collaborations in the Mitigation Group	• Establish structured collaboration between Mitigation Group and Private Sectors, NGOs and SOEs	• Functional coordination mechanism established with active participation from

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		private sector, NGOs, and SOEs. • Formal partnerships or collaboration agreements developed to support implementation of mitigation actions. • National mitigation activities coordinated and aligned with NDC and national climate priorities. • Regular national mitigation progress updates and stocktake reports produced and shared with stakeholders.
Coordination and stocktake of all national mitigation efforts	• Coordination of all mitigation national programs and activities	• Consolidated national mitigation progress reports developed and submitted on time to inform decision-making and reporting obligations.
Facilitation and implementation guide	• Facilitated and guide implementation of identified sectors contributing high GHG in line with the Paris Agreement	• Priority high-GHG emitting sectors supported with implementation guidance aligned with Paris Agreement and NDC mitigation targets. • Demonstrated progress in implementation of sectoral mitigation actions contributing to national GHG emission reduction objectives.
Program Management and Implementation:	• Oversee implementation of low-emission maritime transport, renewable energy, and waste-to-resource programs that strengthen community resilience (e.g.,	• Low-emission maritime transport, renewable energy, and waste-to-resource programs

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	ensuring reliable food/water supply chains, protecting marine ecosystems).	implemented with measurable progress against national targets. Improved resilience outcomes demonstrated through more reliable supply chains and reduced environmental impacts on marine ecosystems and communities.
Regional and International Engagement and Obligations:	Attend meetings on NDC that will update the regional and international arena on Kiribati update with NDC target and sought assistance that would leverage Kiribati capacity to implement the NDC target	- Timely and effective representation of Kiribati in regional and international NDC meetings with clear updates on national progress and priorities. - Increased technical and financial support mobilised from partners to strengthen Kiribati's capacity to implement NDC targets.
Consistency in GHG calculation across sectors	Facilitate and oversee the establishment and maintenance of the national GHG inventory and MRV system, ensuring the application of standardized methodologies consistent with IPCC guidelines for transparent and accurate reporting of greenhouse gas emissions	- Functional national GHG inventory and MRV system established and regularly updated using IPCC-compliant methodologies. - Improved accuracy, transparency, and timeliness of national greenhouse gas emissions reporting for UNFCCC and national decision-making.
Adaptation Integration	To ensure that all national mitigation programs actively contribute to adaptation objectives, maximizing climate resilience for Kiribati while achieving emission reductions, improving livelihoods, and supporting sustainable national development.	National mitigation programs demonstrably deliver co-benefits for climate adaptation, including strengthened community resilience and livelihood improvements.

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		Integrated mitigation–adaptation outcomes reflected in national reporting (e.g., NDC, KJIP, UNFCCC) showing reduced emissions alongside enhanced sustainable development results.
Innovative and cost-effective mitigation measures	Design programs where mitigation activities reduce community vulnerability to climate shocks (e.g., renewable-powered desalination systems) and close collaboration with CFD	- Mitigation programs incorporating adaptation co-benefits (e.g., renewable-powered systems) implemented and reducing community vulnerability to climate shocks. - Strengthened coordination with CFD resulting in integrated mitigation–adaptation program design and joint implementation outcomes.

10. Key Challenges	11. Selection Criteria
- Obtaining information on a timely basis from Ministries and relevant bodies - Obtaining relevant information from stakeholders in the local, regional and international area - Obtaining quality and relevant information from the public - Establishing a good database - Coordination of activities with other government Ministries, Public Enterprises and the general public	11.1 PQR (Position Qualification Requirement): Education: Degree in Environmental Science, Geography, Engineering, and Natural Resource Management Experience: Nil Job Training: Nil
	11.2 Key Attributes (Personal Qualities): Knowledge of Mitigation Measures, Climate Change Policy, NDCs and KJIP

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