



GOVERNMENT OF KIRIBATI

MINISTRY OF ENVIRONMENT, LANDS & AGRICULTURAL DEVELOPMENT

P.O BOX 234, BIKENIBEU TARAWA

Telephone Number: (686) 75228211.

Job Description

Project Title:	Biennial Update Report project.
Post title:	Climate Change mitigation project officer
Duty station:	Environment and Conservation Division, MELAD
Contract Type:	Government
Duration:	1 year
Direct Supervision:	Climate Change Planning Officer, CCU
Overall Supervision:	Program Manager, BCCS & Director, ECD
Reporting to:	Program Manager, BCCS & Director, ECD
Salary package:	Level 11-10 of the Government salary scale

Description:

Biennial Update Report is a report which will be compiled and submitted to the United Nations for Climate Change Convention that will reflect the national commitments of Kiribati particularly on mitigation activities. The recruitment of this technical officer is to oversee and provide technical support in every aspect of the project.

Functions

- Implement activities accordingly to the designed/developed work-plan
- Ensure that there is a proper accountability of project funds
- Co-ordinate all project activities with heads of technical working groups, and a range of institutions and agencies, including UNEP, IPCC, UNFCCC secretariat, GEF, and national institutions to ensure smooth and appropriate execution of project activities
- Liaise with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions in order to involve their staff in the project activities, and to gather and disseminate information relevant to the project.
- Promote and establish linkages with related national and regional projects, and other international programs.

- Prepare the periodic progress reports (on a quarterly basis) on project implementation and ensure that all national project outputs are achieved and submitted to UNE.
- Capable to prepare and produce expenditure statements in line with the UNE budget code on a quarterly basis and when needed by the Executing Agency and the ECD management.
- Identify training needs of the contracted national consultants and other project stakeholders, and identify appropriate courses and trainings for national capacity building to produce best output for the project.
- Responsible for executing training relevant under the project for setting up mechanisms relevant under the project.
- Organize national workshops and trainings according to the project workplan. Attend, whenever possible, the relevant regional and international workshops, trainings and conferences.
- Review all materials generated during the project implementation.
- Ensure the publication and dissemination of the reports identified as project outputs.
- Coordinate negotiations on co-operation with Government and financing institutions in order to identify and mobilize sources for the follow-up activities.
- Provide substantial support to the project workshops and trainings
- Flexible to perform other duties under the direction of ECD Director/OIC and Climate Change team

Qualification and Work experience

- Bachelor of Science in Environmental Science or Climate Change related field or other related fields
- At least 1 year work experience in the area of climate change

Essential skills:

- Computer literate, English literate and Good communication skills
- Must have good coordination and facilitation skills
- Must have substantial experience in project management and governmental projects
- Have good time management
- Ability to work with multi-disciplinary environment stakeholders including line government ministries and NGOs.