



## GOVERNMENT OF KIRIBATI

### MINISTRY OF ENVIRONMENT, LANDS & AGRICULTURAL DEVELOPMENT

P.O BOX 234, BIKENIBEU TARAWA

Telephone Number: (686) 75228211.

#### Job Description

<b>Project Title:</b>	GEF R2R Pacific IWP Project: Integrated community based piggery waste management.
<b>Post title:</b>	National Project Coordinator
<b>Duty station:</b>	Environment and Conservation Division, MELAD
<b>Contract Type:</b>	Government
<b>Duration:</b>	1 year
<b>Direct Supervision:</b>	Program Manager, CMWU
<b>Overall Supervision:</b>	Director, ECD
<b>Reporting to:</b>	Director, ECD
<b>Salary package:</b>	L6 of the Government salary scale

The project will employ a full-time National Project coordinator (NPC) to provide an overall oversight to the project's implementation to ensure that the outputs and outcomes of the project are achieved. The PC will report to the Director of the Environment and Conservation Division, MELAD. The PC is expected to work from time to time with SPC-Regional Programme Coordination Unit (RPCU) and will be guided by the decisions of ECD Director and the National Project Steering Committee. The project will focus on two demonstration sites of Bonriki (Kawai ae boou) and Buota water reserves.

#### Scope of Work:

Working closely with ECD, the National Project Coordinator will undertake the following tasks:

#### Project Management

- Manage, coordinate and monitor all activities of the project, within agreed budget and expected outputs and outcomes.
- Provide leadership and ensure day to day functioning of the project team to accomplish the expected outputs and outcomes of the project.
- Ensure that the project's deliverables are achieved on a timely basis as agreed in the workplan.
- Under the guidance of the Director, coordinate, organize and provide secretariat functions to Project Steering Committee and provide record of discussions to members for comments 2 days after the meeting.
- Coordinate all logistics for any meetings, consultations, trainings, workshops and other events associated with the project.

- Monitor and manage any risks associated with the project and identify possible actions to resolve such risks for the Director's consideration.
- Ensure to maintain the good working relationship with stakeholders and partners to ensure that their activities/programmes are integrated and complementary with those of the project.
- From time to time, must undertake other tasks as assigned by the Director of ECD.

### **Project Planning**

- Prepare and manage the Multi-year costed workplan, quarterly workplan and budget and present it to the National Project Steering Committee for approval prior submission to SPC-RPCU and RPSC for further consideration and endorsement.
- In consultation with ECD, prepare meeting papers, agenda of PSC meetings and circulate at least a week prior every meeting.
- In consultation with ECD, develop draft Terms of reference for any contractual services including consultants as required by the project.
- Prepare procurement plans for any contractual services.
- Monitor and manage any risks associated with the project and identify possible actions to resolve such risks for the Director's consideration.

### **Project reporting, monitoring and evaluation**

- With assistance from ECD and RPCU, prepare and process all project procurements, financial and narrative progress reports on activities/outputs/outcomes for consideration by the Director-ECD prior submission to SPC-RPCU.
- Shall provide the report to SPC on asset inventory of purchased items in such form SPC may request
- Prepare all necessary documents to Director – ECD in preparation for mid-term and final evaluation of the project.
- Procure items for the project following the national procurement process/procedure.
- Supervise consultants and manage their performance against their expected outputs.
- Monitor the
- If needed by SPC-RPCU, contribute to the Annual Project Report and the Project Implementation review.

### **Asset Management and Filing system**

- Shall create the asset inventory to record equipment and items purchased for the project and shall undertake physical assessment on purchased items from time to time.
- Shall ensure to create a manual and electronic filing system for filing all communications, reports, minutes and all other documents related to the project.

### **Communication and Knowledge Management**

- Strengthen the presence of the project on the ground through active engagement and information-sharing with key project stakeholders/partners.
- Work closely with the Environment Outreach to coordinate the community consultation and the project's outreach/awareness programs.
- Ensure that data collected and reports produced are stored in a proper manner.

### **Essential requirements for candidates**

**Education/Qualification:**

- Degree in Environment science or environment management related field. Postgraduate in such field is an advantage.

**Work experience & Essential skills:**

- At least 1 year work experience in the area of project management.
- Experience in project planning, budgeting, monitoring and evaluation.
- Familiarity with the GEF project.
- Good leadership, coordination, communication and facilitation skills.
- Ability to work with communities and multi-disciplinary stakeholders including Government Ministries and NGOs.
- Demonstrate commitment to work in a multi-cultural team environment.
- Must be computer literate
- Must be able/fit to travel to the outer islands and abroad when needed.

**Language**

- Excellent command of spoken and written English and vernacular.