



GOVERNMENT OF KIRIBATI

MINISTRY OF ENVIRONMENT, LANDS & AGRICULTURAL DEVELOPMENT
P.O BOX 234, BIKENIBEU TARAWA
Telephone Number: (686) 75228211.

Job Description

Project Title:	Persistent Organic Pollutants Global Monitoring Plan Phase II project.
Post title:	Project Technical support officer
Duty station:	Environment and Conservation Division, MELAD
Contract Type:	Government
Duration:	1 year
Direct Supervision:	Chemical and Hazardous Waste Management Officer, CMWU
Overall Supervision:	Program Manager, CMWU & Director, ECD
Reporting to:	Program Manager & Director, ECD
Salary package:	Level 11-10 of the Government salary scale

Description:

The POPs Global Monitoring Plan under the Stockholm Convention in the Pacific Region" (GEF ID 6978, UNEP Code 4F33, hereinafter referred to as "GMP"), has provided funding to MELAD, through Small Scale Funding Agreement (SSFA) to engage a Project Officer (PO) to support the implementation of the project as described in the SSFA. The PO will work under the supervision of the Chemical and Hazardous Waste Management Officer, and with the guidance of the Senior Environment Officer of WACMOS.

Objective of the Position

The primary objective of the POPs GMP Phase II project is to implement the GMP for POPs according to article 16 of the Stockholm Convention on the effectiveness evaluation, by generating data on the concentrations of POPs in the core media human milk, air and water. The activities will strengthen the national capacity to implement the Global Monitoring Plan for POPs and develop a sustainable monitoring plan for POPs for the Pacific region. The PO will be specifically tasked with the work to collect national samples and send them for analysis at the dedicated expert laboratory in Sweden and Germany.

Functions

The Project Officer's work will include the following tasks:

- 1) Act as the Secretariat to the POPs GMP Steering Committee, and responsible to conduct committee meetings to coordinate project's implementation;
- 2) Undertake national samplings activities according to UN-approved protocols. These undertaking;
 - i. Air sampling;
 - ii. Water sampling; and
 - iii. Sampling of matrices of major national interest.
- 3) Update the **sampling preparation/working sheet** for each of the sampling, particularly for air and water sampling;
- 4) Work with relevant stakeholders to prepare/pack the national samples prior shipment;
- 5) Prepare the draft national report, presenting implementation and monitoring results and contribute also to the development of a sustainable regional monitoring plan
- 6) Shall keep all up-to-date records and documents in respect to all expenditure incurred and prepare **Expenditure Report** for the purpose of the reporting to UNEP;
- 7) Prepare the **Technical Progress Report (with Expenditure Report)** to UNEP at or near the given dates stated in the Small Scale Funding Agreement;
- 8) Develop public awareness materials in conjunction with the Environment Outreach Unit;
- 9) Perform other tasks of the Chemical and Waste Management Unit and office tasks as directed by Senior Environment Officer (CMWU) and the Director/OIC of ECD.

Reporting

The PO will report to the Senior Project Officer of the PPU, MELAD, specifically as required in order to fulfil the reporting requirements provided under the SSFA between MELAD and UNEP, and also regarding any reports or other information required by the MELAD.

The PO will also contribute to the CWMU quarterly progressive report on the unit activities done the previous quarter and the achievements.

Qualification & Work experience

- First Degree Environmental Science or any other Environment related field majoring in chemistry and Biology: OR
- Has been awarded with training certificates in Waste or Chemical Management with 3 years relevant work experiences.

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.