

Government of Tuvalu – Job Description



Position Title:	Youth Officer	
Level and Salary:	S1 - S3	\$10,448 - \$15,447
Ministry and Department:	Ministry of Education and Human Resources Development (MEHRD)	Youth Department
Location:	Funafuti	
Reports to:	Youth Manager and the Secretary for MEHRD	

JOB PURPOSE:

To implement a collaborative, coordinated approach to the planning and delivery of youth activities in alignment with the Tuvalu National Youth Policy. This role involves working closely with relevant youth networks, stakeholders and young people, the Tuvalu National Youth Council (TNYC), and Ministry of Education and Human Resources Development to support the development of comprehensive, effective, evidence-based programs that address current youth needs and challenges. The position also requires travel to outer islands to conduct monitoring and evaluation of youth activities.

KEY RESPONSIBILITIES:

1. Engage with and conduct consultations with young people (Talavou) across all islands
2. Identify priority needs and gaps in youth issues as reflected in the Tuvalu National Youth Policy and develop intervention programs to address those gaps.
3. Develop and coordinate youth projects and activities based on an agreed annual work plan,
4. Manage the day-to-day administrative tasks of the Program, including evaluation and reporting.
5. Manage the dissemination of reports to Government and Non-Government Organisations (NGOs).

MAIN DUTIES AND OUTCOMES:

1. Develop and implement key priorities identified in the Tuvalu National Youth Policy.
2. Conduct interviews with disadvantaged and vulnerable groups to identify issues affecting them.
3. Establish and maintain strong partnerships with educational institutions, social agencies, Government departments, and community organisations to plan and deliver youth focused activities.
4. Conduct regular visits to outer islands to monitor and assess the progress of youth activities.
5. Actively participate in local networks and collaboration to promote youth engagement and advocate for youth development opportunities.

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6. Work closely with the Youth Manager in managing radio programs and other awareness activities focused on Youth development.

MANDATORY REQUIREMENTS:

1. Certificate or Form Seven and at least 2 years of relevant work experience
2. Ability to understand and identify issues

DESIRABLE REQUIREMENTS:

- High level written and oral communication skills both in Tuvaluan and English
- Strong attention to detail and accuracy
- Excellent representational and facilitation skills
- Proven ability to liaise effectively with a diverse range of stakeholders
- Sound organisational and time management skills