

Tuvalu Government – Job Description



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| Position Title: | Assistant Waste Operation Officer | |
| Level and Salary (P/L): | S1 – S3 | \$10,887- \$15,447 |
| Ministry and Division: | MHACCE | Department of Waste Management |
| Location: | Nanumea & Niutao | |
| Reports to: | Waste Operational Officer – Outer Islands | |

JOB PURPOSE: (a short 1-2 line summary of the job)

The Officer will be based on Nanumea and Nukufetau will be assisting the Waste Operational Officer (outer islands) in dealing mainly with all waste management programmes and activities mandated for designated island.

KEY RESPONSIBILITIES: (list no more than 6 key responsibilities not tasks)

1. Assisting OIWO in developing and designing operations and time charts or schedule charts and waste Operation site plans of the Island.
2. Take records of all waste management activities, and programmes on designated island.
3. Compile and submit a weekly report on waste collection, storage and disposal to OIWO
4. Conducting weekly visits to sites and meeting with field workers and Kaupule responsible member "if" required.
5. Any other responsibilities given by the Outer Island Waste Operation Officer

MAIN DUTIES AND OUTCOMES:

- 1.1 Day to Day operational responsibility for the delivery of waste, green waste and recycling
- 1.2 Collections on the island, ensuring that all services are staffed and Operational on scheduled times.
- 1.3 Carry out and maintain Safe Working Procedures for all waste management ground workers.
- 1.4 Work closely with Kaupule in reporting and designing site plans for waste operation and disposal for outer island.
- 1.5 Assist in waste surveys and questionnaires appropriate for the management of wastes when needed through working closely with operator and security
- 1.6 Promote and enforce waste by-law on respectful island
- 2.1 Collect, store and analyze information for all types of waste on the island and report finding to OIWO
- 3.1 Prepare weekly report of progress and operation of work on the island
- 4.1 Conduct weekly checkup on equipment and facilities on the island and recommend for any improvement needed.
- 5.1 And any other task given or directed by Outer Island Waste Operational Officer

MANDATORY REQUIREMENTS:

- Completed form 7 or Foundation Programme
- Diploma level in management will be an advantage.

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- At least 2 years working experience in a related field.
- Related knowledge and experience in Environmental management.
- Ability to work as a team as well as independently.
- Ability to supervise and manage small team/field officers.
- Acceptable level of written and oral communication skills (Tuvaluan and English).
- Ability to speak confidently in public when delivering awareness to communities, schools, etc.
- Ability to deliver training to field workers when required.
- Willing to learn more on waste management new strategies

DESIRABLE REQUIREMENTS

- Excellent in Microsoft word, Excel Spreadsheet and basic computer skills.
- Ability to use internet and emailing system and other social media.
- Ability to liaise with a range of stakeholders.
- Sound time management skills.
- Good communication skills.
- Diligent and keen to learn new skills on waste management.