

## Tuvalu Government – Job Description



<b>Position Title:</b>	Composting Officer	
<b>Level and Salary (P/L):</b>	S1 – S3	\$10,887 - \$15,447
<b>Ministry and Division:</b>	MHACCE	Department of Waste Management
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Funafuti Waste Operation Officer	

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

The officer will overlook the day to day implementation of the garden waste composting programme.

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

1. Overall management of green waste and composting programme.
2. Ensure shredder and other green waste machineries are operating well
3. Any other work given by the Funafuti Waste Operational Officer and Director.

### **MAIN DUTIES AND OUTCOMES:**

- 1.1 Supervise daily collection, sorting, and processing of green waste materials.
- 1.2 Monitor composting stages and maintain optimal conditions for decomposition.
- 2.1 Inspect shredder and related machinery before use to ensure safe operation.
- 2.2 Report faults and coordinate maintenance or repairs to the mechanic and Funafuti Waste Operation Officer.
- 3.1 Assist with site clean-up, equipment relocation, or special waste handling as directed.
- 3.2 Support public awareness activities or data collection tasks assigned by supervisors.

### **MANDATORY REQUIREMENTS:**

- Must be 18yrs and above.
- Achieved Form 4 of a higher level of education.
- Work experience for more than 2-3 years in the field or relevant field.
- Strong motivation to improve the quality and standard.
- Willing to cooperate with other workmates
- Fair communicate skills (written and oral) in English and Tuvaluan

### **DESIRABLE REQUIREMENTS**

- Good written and oral communication skills (Tuvaluan and English)
- Willingness to learn and assist to be trained in related field works
- Ability to work well in a team
- Sound time management skills