

**EIA Officer
Job Description**



Position Title:	Environment, Social Impact Assessment (ESIA) Officer	
Level and Salary:	T1-T3	\$15,448.00 - \$29, 287.00
Ministry and Department:	Ministry of Home Affairs, Climate Change and Environment (MHACCE)	Environment
Location:	Funafuti	
Reports to:	Director of Environment	

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

To coordinate and facilitate the environmental impact assessment (EIA) process, particularly in screening and scoping of development proposals, and to assist in the preparation and review of EIA reports under the direction of the EIA Taskforce and/or Director of Environment.

KEY RESPONSIBILITIES:

1. Lead screening and scoping processes for development proposals.
2. Preparing summary reports and providing input on or leading preparation of the EIA Report based on the decisions and direction of the EIA Taskforce.
3. Provide technical input and coordination in the preparation and review of EIA reports.
4. Ensure effective communication with stakeholders, including government agencies, communities, and developers.
5. Support compliance with the Environment Protection (EIA) Amendment Regulations 2017.
6. Assist in other duties as directed.

MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities listed above)

- 1,1 Lead the screening of development proposals to determine whether an EIA is required.
- 1.2 Conduct scoping exercises to identify key environmental and social issues and ensure proper documentation.

- 2.1 Review development approval applications using the Department's EIA Review Guidelines.
- 2.2 Prepare Review Packages and submit recommendations to the EIA Taskforce and/or Director of Environment.
- 2.3 Ensure reports align with the Terms of Reference (ToR) and relevant regulatory requirements.
- 3.1 Serve as the liaison with other government departments, civil society, Kaupule, and developers.
- 3.2 Provide technical advice on the EIA process and documentation requirements.
- 3.3 Maintain and update the public registry of environmental assessments.
- 4.1 Support compliance monitoring and enforcement of approved developments.
- 4.2 Liaise with proponents and consultants on Environmental Management Plans (EMP).
- 4.3 Prepare Development Evaluation Reports for completed projects.
- 5.1 Work closely with team members to strengthen EIA processes.
- 5.2 Assist the Director with budget preparation and reporting.
- 5.3 Carry out additional tasks as required by the Director or Permanent Secretary.

MANDATORY REQUIREMENTS:

- 1. Diploma in environmental management or environmental impact assessment, particularly in EIA screening and scoping, With 5 years of working experience.
- 2. Demonstrated ability to coordinate and facilitate EIA processes effectively.
- 3. Familiarity with the Environment Protection (EIA) Amendment Regulations 2017.
- 4. Strong analytical, communication, and stakeholder engagement skills.

Note: A completed undergraduate degree is not essential for applicants with substantial, proven experience in environmental assessment.

DESIRABLE REQUIREMENTS:

Strong understanding of Tuvalu peoples, cultures, environment and political processes;
 Comprehensive knowledge of environmental assessment methods and techniques;
 Knowledge of legislation, policies and procedures including the Environment Protection (EIA) Amendment Regulations 2017 and the ESS system;
 Demonstrated ability to coordinate and facilitate in-depth environmental impact assessments using acceptable methods and techniques;
 Ability to manage differing points of view and to reach consensus or agreement between conflicting interests;
 High-level attention to detail and accuracy;
 Ability to work independently;
 Excellent team building skills;
 Sound time management skills.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.