

Tuvalu Government – Job Description



Position Title:	Culture Officer	
Level and Salary (P/L):	T1-T3	\$15,448 - \$29,287
Ministry and Department:	Home Affairs and Rural Development	Culture Department
Location:	Funafuti	
Reports to:	Assistant Secretary	

JOB PURPOSE:

Managing and documenting of Tuvalu's tradition and culture.

KEY RESPONSIBILITIES:

1. Manage the collection and preservation of traditional knowledge and cultures.
2. Promote and protect traditional knowledge and cultural values and traditional practices
3. Develop and implement legislation to ensure protection of Tuvalu's tradition
4. Organize the Tuvalu participation at troupe festivals

MAIN DUTIES AND OUTCOMES:

- 1.1 Work closely with the Island Community leaders in collecting and documenting of the different cultures and traditional knowledge
- 1.2 Assist the Island Community in preserving these traditions through awareness programs, education in school and all the different groups within the community.
- 2.1 Develop and implement a plan to promote Tuvalu's culture in the international arena through a range of media including videos, brochures, feature articles, audio and pictures.
- 2.2 Representing Tuvalu at international forums to promote Tuvaluan culture
- 3.1 Drafting appropriate legislation that supports the protection and ownership of Tuvalu's tradition and culture
- 3.2 Implementing through government policies and national priorities
- 4.1 Coordinate the attendance at the Pacific Festival of Arts (every 4 years)
- 4.2 Coordinate and support the attendance at other troupe festivals.

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MANDATORY REQUIREMENTS:

Diploma or Degree in Culture, Art, Social Science or related field.
At least 3 years working experience within the civil service.

DESIRABLE REQUIREMENTS:

Sound knowledge of culture and tradition of Tuvalu.
Good written and oral communication skills (Tuvaluan and English).
High-level attention to detail and accuracy.
Excellent excel spreadsheet and computer skills.
Ability to liaise with a range of stakeholders.
Sound time management skills.