

Tuvalu Government – Job Description



Position Title:	Director of Culture	
Level and Salary (P/L):	T1-T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Home Affairs, Climate Change and Environment	Culture Department
Location:	Funafuti	
Reports to:	Permanent Secretary	

JOB PURPOSE:

Provide strategic leadership, oversight, and direction in the preservation, promotion and protection of Tuvalu's cultural heritage, ensuring that traditional knowledge, practice, values are safeguarded and integrated into national development priorities.

KEY RESPONSIBILITIES:

1. Provide overall leadership and management of the Culture Department
2. Develop and implement national policy and legislation for the protection of Tuvalu cultural heritage
3. Promote Tuvalu's culture nationally and internationally through festivals, forum and media
4. strengthen partnership with island communities, regional organization and international cultural institution
5. Ensure effective resources management, including staff development, budgeting and reporting

MAIN DUTIES AND OUTCOMES:

- 1.1 Lead collaboration with island community leaders to document and preserve cultural traditions
- 1.2 ensure awareness program and educational initiatives are implemented to sustain cultural knowledge across schools and community.
- 2.1 Develop strategies to promote Tuvalu's culture globally through media campaigns, publications, and cultural exchanges
- 2.2 Align cultural policies with national development priorities and government strategies.
- 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 Direct and coordinate Tuvalu's participation in the Pacific Festival of Arts and other international cultural event
- 5.1 Manage department staff, ensuring capacity building and professional development
- 5.2 Oversee financial planning, resource allocation and accountability for cultural program.

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MANDATORY REQUIREMENTS:

Bachelor's degree in Cultural, Art, Social Sciences, 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).
Excellent excel spreadsheet and computer skills.
Ability to liaise with a range of stakeholders.
Sound time management skills.