

**Director of Environment
Job Description**



Position Title:	Director of Environment	
Level and Salary:	T1-T3	\$15,448.00- \$29,287.00
Ministry and Department:	Home Affairs, Climate Change and Environment	Environment
Location:	Funafuti	
Reports to:	Secretary of MHACCE	

JOB PURPOSE:

Manage the Strategic and Operational functions of the department in conjunction with the national strategic goals (TKIII), International Environment Conventions and Environment Policies and regulations (Environment Protection Act, EIA Regulation, ODS Regulation 2010).

KEY RESPONSIBILITIES:

1. Manage the strategic and day to day operational functions of the environment department.
2. Manage relationships with Multilateral, International and Regional Organization.
3. Manage and report on all projects that falls under the department.
4. Manage and implement relevant policies related to the department accordingly in conjunction with TKIII requirements.

MAIN DUTIES AND OUTCOMES:

- 1.1 Develop and implement an annual work plan, and individual work plans to ensure that the roles and responsibilities of each officer accurately reflects and contributes to the department's meeting its mandated priorities under TKIII and performance matrix.
- 1.2 Ensure all outputs and reports are timely, and accurately cover the effective and efficient delivery and progress of departmental goals and services.

2.1 Develop and manage an electronic record system to keep track of reporting with regards to multilateral and international agreements.

2.2 Manage all environment conventions whilst maintaining Tuvalu's strong stance in sensitive issues relating to Tuvalu.

3.1 Manage the quality and timeliness of project work plans to ensure that they meet each milestone and objective accordingly.

3.2 Manage the performance and contributions for all project personnel through individual work plans and the annual work plan, to ensure that productivity and efficiency measures are achieved.

4.2 Provide quarterly progress reports on the effective development and implementation of TKIII goals to ensure milestones are met, and if not provide solutions on meeting these.

4.3 Provide high-level advice on environmental policy related matters to the Secretary to ensure successful delivery of activities of projects and the department as a whole.

MANDATORY REQUIREMENTS:

Postgraduate degree in Environmental Studies, Marine Studies, Management, Biology and Earth Science.

At least 3 years of working experience in a senior management position in a related field.

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Sound Microsoft Office and computer skills

Ability to liaise with a range of stakeholders

Sound time management skills

Fast learner

Enthusiastic team player

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.