

# Government of Tuvalu – Job Description



<b>Position Title:</b>	Information Database and Research Officer	
<b>Level and Salary:</b>	T1 – T3	\$15,448 - \$29,287
<b>Ministry and Department:</b>	Home Affairs, Climate Change and Environment	Culture
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Director of Culture Officer	

## **JOB PURPOSE:**

Support the Culture Department by managing cultural information systems, databases, and research activities. The role ensures accurate documentation, preservation, and accessibility of Tuvalu's cultural heritage data, while providing evidence-based research to inform cultural policy, programs, and awareness initiatives..

## **KEY RESPONSIBILITIES:**

1. Develop, maintain, and update cultural heritage databases and information systems.
2. Conduct research and analysis on Tuvalu's cultural heritage, traditional knowledge, and practices.
3. Provide technical support for data management, archiving, and digital preservation.
4. Collaborate with island communities, regional organizations, and international partners to collect and share cultural information.
5. Support awareness, education, and policy initiatives through research-based outputs.

## **MAIN DUTIES AND OUTCOMES:**

- 1.1. Design and manage databases to store cultural heritage records, oral histories and traditional practices.
- 1.2. Ensure data integrity, security, and accessibility for departmental and national use.
- 2.1. Conduct field research and compile reports to support cultural preservation and promotion.
- 2.2. Provide analytical input into cultural policy development and program implementation
- 3.1. Digitize and archive cultural materials for long-term preservation.
- 3.2. Maintain accurate records and metadata for cultural resources
- 4.1. Liaise with island communities to ensure inclusive participation in cultural documentation
- 4.2. Coordinate Tuvalu's contributions to regional and international culture research initiatives
- 5.1. Develop educational resources and awareness materials based on research findings

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### 5.2 Support the department of culture forums, workshops and exhibitions

#### **MANDATORY REQUIREMENTS:**

Diploma or Degree in Information System; Culture, Art, Social Science or related fields.  
At least 3 years work experience in the field of culture, social or human science.

#### **DESIRABLE REQUIREMENTS:**

Have good grasp of the meaning of culture in its broadest sense and is knowledgeable on cultural convention, traditional knowledge and its dynamics.  
Excellent coordination and interpersonal skills.  
Ability to maintain effective working relations within a multi-cultural environment and to work effective in team environment.  
Work well with people and possess people-centered skills.  
Excellent skills in computing.  
Good report writing and media skills.  
High-level attention to detail and accuracy.  
Sound time management skills.

#### **IMPORTANT NOTICE**

##### **Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

*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.*