

Government of Tuvalu – Job Description



Position Title:	Traditional Knowledge and Heritage Officer	
Level and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Home Affairs, Climate Change and Environment	Culture
Location:	Funafuti	
Reports to:	Director of Culture Officer	

JOB PURPOSE:

To manage the program on Traditional knowledge, Cultural indicators and statistics, and culture conventions.

KEY RESPONSIBILITIES:

1. Implement the Intangible Cultural Heritage (ICH) Convention and other related cultural conventions
2. Undertake Tuvalu's nominations of ICH elements to the Convention's Lists
3. Prepare financial requests to UNESCO for International Assistance under ICH funding
4. Prepare periodic reports for submission to UNESCO on Tuvalu's implementation of the ICH Convention
5. Support the Principal Culture Officer in other assigned duties

MAIN DUTIES AND OUTCOMES:

- 1.1 Support the implementation of Tuvalu National Culture Policy 2025 – 2030. Te Kete and Ministry of Home Affairs, Climate Change and Environment Cooperate Plan 2024 - 2027
- 1.2 Undertake culture promotional programs.
 - 2.1 Conduct community-based inventories of tangible and intangible cultural heritage.
 - 2.2 Draw up Tuvalu's national inventory for the ICH Safeguarding List and the World Heritage List.
- 3.1 Provide consultations with island communities on cultural conventions Tuvalu has not yet signed, including the World Heritage Convention and the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions.
 - 4.1 Support periodic reporting on Tuvalu's implementation of the ICH Convention before reporting deadlines
 - 5.1 Support and assist the Director with any task given

Government of Tuvalu – Job Description

MANDATORY REQUIREMENTS:

Diploma in the field of Culture, Social or Human Science or a related field;
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 knowledge on cultural convention, traditional knowledge and its dynamics.

Knowledge of the 2003 Convention for the safeguarding of the Intangible Cultural Heritage.

Excellent coordination and interpersonal skills.

Ability to maintain effective working relations within a multi-cultural environment and to work effectively 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.