

Tuvalu Government – Job Description



Position Title:	Data and Information Officer	
Level and Salary:	S1-S3	\$10,887-\$15,447
Ministry and Department:	Ministry of Home Affairs, Climate Change and Environment	Climate Change Department
Location:	Funafuti	
Reports to:	Director of Climate Change Department	

JOB PURPOSE:

Manage the Climate Change Department's database, information and communication platforms.

KEY RESPONSIBILITIES:

1. Oversee the management of the Department's databases and filing system.
2. Oversee the management of the Department's website and information sources.
3. Provide communication support to CCD staff.
4. Facilitate dissemination of the Department's data and information.
5. Assist with the implementation of national strategies and policies.

MAIN DUTIES AND OUTCOMES:

- 1.1 Develop and maintain the Department's database and filing system (online and offline) for secure handling and storage of data and information.
- 1.2 Ensure the databases are accurate, up to date and provide reports as required.
- 2.1 Manage and update the Department's website on a regular basis.
- 2.2 Develop, maintain and update e-mail distribution list for CCD staff and the Department's key stakeholders.
- 3.1. Assist the Department with data collection, analysis and reporting as required.
- 3.2 Contribute to the design and production of videos, brochures, posters, banners and other communication products for the Department.

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- 4.1 Communicate and disseminate relevant data and information to a wide range of audiences in a timely manner.
- 5.1 Keep abreast of the Department's activities, policies and projects.
- 5.2 Contribute to the development of the Department's Annual Report.

MANDATORY REQUIREMENTS:

- Diploma or equivalent in relevant fields such as: natural sciences, environmental management, information technology and communication.
- At least two years of database and website working experience.

DESIRABLE REQUIREMENTS:

- Good understanding of international and national climate change and disaster response, processes and programs
- Good written and oral communication skills (Tuvaluan and English)
- High-level attention to detail and accuracy
- Excellent Excel spreadsheet and computer skills
- Ability to communicate and liaise with a range of stakeholders
- Sound time management skills
- Commitment to gender equality, disability rights, and social inclusion.