

Government of Tuvalu – Job Description



Position Title:	OCEAN COORDINATOR	
Band and Salary:	T1-T3	\$10,887 to \$15,447
Ministry and Department:	OPM	Ocean Unit
Location:	Funafuti	
Reports to:	Secretary to OPM	

JOB PURPOSE

The Ocean Coordinator provides strategic leadership and oversight for the development, coordination, and implementation of Tuvalu's National Ocean Policy (NOP). The role ensures wholeofgovernment alignment, effective partner coordination, and delivery of the eightphase NOP development process. The officer leads national ocean governance mechanisms and ensures that Tuvalu's ocean priorities are advanced at national, regional, and international levels.

KEY RESPONSIBILITIES

\$15,448 - \$29,287

1. National Leadership & Coordination

- Lead the establishment and functioning of the National Ocean Policy Steering Committee.
- Coordinate wholeofgovernment engagement across fisheries, environment, natural resources, transport, climate, and other sectors.
- Ensure alignment with regional frameworks coordinated by OPOC and CROP agencies and UN agencies DOALOS.

2. Policy Development & Oversight

- Oversee the development of the National Ocean Policy through all eight phases outlined in the NOP Framework.
- Provide strategic guidance on legislative and policy gap analysis.
- Ensure the NOP reflects national priorities, community input, and regional/global commitments.

3. Partner & Stakeholder Engagement

- Serve as the primary liaison between Tuvalu and OPOC, CROP agencies, development partners, NGOs, academia, and civil society.
- Coordinate partner support based on comparative advantages and national needs.
- Manage communication channels, coordination meetings, and reporting obligations.

4. Community Consultation Leadership

- Oversee nationwide community consultations, ensuring inclusive participation (women, youth, fishers, outer islands).
- Ensure consultation findings are integrated into policy drafting and refinement.

5. Governance & Implementation Planning

- Lead the development of the NOP Implementation Plan, Monitoring & Evaluation (M&E) framework, and governance systems.
- Support establishment of longterm ocean governance mechanisms.

6. Project & Financial Management

- Oversee budgeting, resource mobilization, and donor coordination for NOP activities.
- Ensure transparent use of funds and timely reporting.

MAIN DUTIES & EXPECTED OUTCOMES

- A fully coordinated, nationally owned National Ocean Policy.
- Effective functioning of the National Ocean Policy Steering Committee.
- Highquality policy drafts, consultation reports, and legislative reviews.
- Strong partnerships with OPOC, CROP agencies, and development partners.
- A clear implementation roadmap with M&E systems in place.
- Strengthened national capacity for ocean governance.

MANDATORY REQUIREMENTS

- **Bachelor's degree** in Marine Policy, Environmental Management, Public Policy, Marine Science or related field **AND** minimum of **3 years of experience** in Policy development, ocean governance or government coordination roles
- **AND** Demonstrated experience leading multistakeholder processes

DESIRABLE REQUIREMENTS

- Master's degree in a relevant field.
- Strong understanding of regional ocean frameworks and CROP mechanisms.
- Excellent written and oral communication skills in English and Tuvaluan.
- Experience managing donorfunded projects.
- Strong leadership, negotiation, and facilitation skills.