

Tuvalu Government — Job Description



Position Title:	Rural Development Planner	
Level and Salary (P/L):	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Home Affairs and Rural Development	Rural Development
Location:	Funafuti	
Reports to:	Director of Rural Development	

JOB PURPOSE:

The Rural Development Planner is responsible for developing, strengthening, improving, assisting, implementing, monitoring, evaluation and reviewing development plan functions, acts as a liaison between the Department of Rural Development, Kaupule and Fale Kaupule development matters.

KEY RESPONSIBILITIES:

1. Coordinate the Rural Development Plan for the Department including Kaupule Development Plan.
2. Interact and consult with Local Government Leaders and Stakeholder on an annual basis.
3. Identification, formulation and management of outer islands development plan in consultation with respective Local Governments and stakeholders.
4. Reviewing Department of Rural Development plan and Kaupule Development plan.

MAIN DUTIES AND OUTCOMES:

- 1.1 Developing and strengthening the Department Development Plan (DDP), Kaupule Islands Strategy Plan (ISP) Kaupule Annual Plan, and Kaupule Capital Investment Plan (CIP).
- 1.2 Conduct and facilitate trainings in accordance with development plan function for the Department and Kaupule.

- 2.1 Liaise with each Kaupule on Development Plan programs and assistance for capacity building.
- 2.2 Improve capacity of Kaupule and Fale Kaupule
- 3.1 Participate in the development and Implementation of the Department Development Plan and Kaupule Development Plan including, Island Strategy Plan (ISP), Annual Plan, and three year Central Investment Plan (CIP),
- 3.2 Enhance capacity of Kaupule and Staff to carry out its core functions.
- 3.3 Advise and assist Kaupule in monitoring, evaluating their development plan.
- 4.1 Develop and train staff of Kaupule and manage Development Plan.
- 4.2 Carry out field inspections of developments plan, and ensure follow up
- 4.3 Reviewing and promote improvements for new opportunities and expansion of Kaupule Development Plan.

MANDATORY REQUIREMENTS:

Diploma in Management/ Economics, and other related fields.

At least 5 years working experience in Local Government in preparing development plan.

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Excellent excel spreadsheet and computer skills

Ability to liaise with a range of stakeholders

Sound time management skills

Development Plan Management experience.