

Government of Tuvalu – Job Description



Position Title:	Education Awareness Officer	
Band and Salary:	T1-T3	\$15,448 to \$29,287
Ministry and Department:	Local Government, and Agriculture	Waste Management
Location:	Funafuti	
Reports to:	Director of Waste Management	

JOB PURPOSE:

Responsible for developing and delivering waste education programs, conducting outreach activities, and raising public awareness about waste management practices and environmental sustainability.

KEY RESPONSIBILITIES:

1. Program development and implementation
2. Community engagement and outreach
3. Resource development and distribution
4. Data collection and reporting
5. Collaboration and networking

MAIN DUTIES AND OUTCOMES:

- 1.1 Design, develop, and implement waste education programs, workshops, and initiatives targeted at various audiences (e.g., schools, community groups, businesses).
- 1.2 Conduct research to stay updated on waste management best practices, recycling technologies, and environmental sustainability trends.
- 1.3 Collaborate with internal stakeholders and external partners to develop educational materials, curriculum, and resources for waste management education.
- 1.4 Adapt and customize educational content to suit different age groups, demographics, and learning environments.
- 1.5 Utilize innovative teaching methods and tools, such as interactive presentations, demonstrations, and hands-on activities, to engage and educate participants.
- 2.1 Organize and participate in community events, workshops, and awareness campaigns to promote waste reduction, recycling, and proper waste disposal.
- 2.2 Liaise with schools, community organizations, and local authorities to deliver waste education programs and initiatives.

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- 2.3 Deliver presentations or training sessions to raise awareness about waste management practices and their environmental impact.
- 2.4 Collaborate with media outlets, social media platforms, and other communication channels to disseminate waste management information and educational materials.
- 2.5 Foster partnerships with local businesses, community leaders, and environmental organizations to enhance waste education and awareness efforts.
- 3.1 Create educational materials, including brochures, guides, posters, and online content, to support waste management education programs.
- 3.2 Develop and maintain a resource library of educational materials and tools for use by educators, students, and the general public.
- 3.3 Distribute educational resources to schools, community centers, and other relevant institutions.
- 3.4 Evaluate and update educational materials regularly to ensure accuracy, relevance, and alignment with waste management policies and practices.
- 4.1 Collect and analyze data related to waste education activities, program outcomes, and participant feedback.
- 4.2 Prepare reports on the effectiveness of waste education initiatives, including participation rates, knowledge gains, and behavior change indicators.
- 4.3 Provide regular updates to management on waste education activities, accomplishments, and challenges.
- 4.4 Maintain accurate records of program activities, expenses, and resource utilization.
- 5.1 Collaborate with internal departments to align waste education efforts with organizational goals and messaging.
- 5.2 Participate in professional development opportunities and networking events to stay informed about industry trends, innovations, and best practices.
- 5.3 Build and maintain relationships with relevant stakeholders, including government agencies, educational institutions, NGOs, and community groups, to enhance waste education initiatives.

MANDATORY REQUIREMENTS:

Bachelor's degree in environmental studies, education, sustainability, or related field, with five years working experience in a related field.

Good written and oral communication skills (Tuvaluan and English)

Ability to work well in a Team

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.

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(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.