

Tuvalu Government- Job Description



Position Title:	Chief Ombudsman	
Level and Salary:	Fixed	Equivalent to Cabinet Minister's salary
Ministry and Department:	Office of the Prime Minister	Ombudsman Commission
Location:	Funafuti	
Reports to:	Parliament	

JOB DESCRIPTION

1. Fully responsible for the effective and efficient operation of the Tuvalu Ombudsman Commission and the National Human Rights Institution

KEY RESPONSIBILITIES

1. Head of the Commission/Institution
2. Enquire into any complaints or allegation of misconduct on the part of any leader
3. Enquire into any defects in administrative practice appearing from any matter being enquired into
4. Formulate Policies and reforms where necessary for the effective and efficient operation of the commission and institution.
5. Endorsement of all clearance, reports and recommendation on behalf of the commission and institution.
6. Manage and monitor budget for the commission and institution.
7. Finalise and endorse outreach and awareness programs on behalf of the commission and institution.
8. Formulate projects from overseas partners for effective and efficient operation of the commission and institution.

MAIN DUTIES AND OUTCOMES

1. Report to Parliament at the end of each financial year about the performance of the Ombudsman's functions for the financial year, and in general terms the report should contain names of leaders who sought the Ombudsman's clearance or advice.
2. Investigate any complaint against any breach of the Leadership Code Act, and by a resident of Tuvalu against the unfairness of a decision or action made by a public office.
3. Advocate and promote respect for, and an understanding and appreciation of human rights
4. Inquire into alleged violations of human rights in accordance with the National Human Rights institution of Tuvalu Act 2017.

MANDATORY REQUIREMENTS:

- Master of Law degree/Master in a related field from a recognized educational institution
- 5-7 years of professional work experience in any related field
- Has good knowledge, understanding and appreciation of the culture and values of Tuvalu
- High level of integrity and competence
- Capable of discharging functions of the position without fear or favour
- High standing in the eyes of the community

DESIRABLE REQUIREMENTS:

- High-level written and oral communication skills (Tuvaluan and English)
- High-level attention to detail and accuracy
- Ability to liaise with a range of stakeholders
- Excellent time management skills
- Sound computer skills.

NOTE:

It is expected that officers recognise 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.