

Tuvalu Government – Job Description



Position Title:	Mineral Officer	
Level and Salary:	T1 - T3	\$15,448 - \$29,287
Ministry and Department:	Natural Resources Development	Lands and Survey
Location:	Funafuti	
Reports to:	Director of Lands and Survey	

JOB PURPOSE:

This position is responsible for the management of the department's engagement with mineral resources potential assessments.

KEY RESPONSIBILITIES: (list no more than 6 key responsibilities not tasks)

1. Manage all information and exchange of information at a National level
2. Manage and Monitor GIS Inventory Database
3. Manage a Network of Pacific Islands and Regional and International bodies governing Seabed activities.
4. Manage and Monitor all marine activities within the EEZ and in the AREA

MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities)

- 1.1 Determine and maintain a record of costs through liaising with land owners, Kaupule and other stakeholders.
- 1.2 Coordinate consultations with stakeholders on relevant issues in the Foreshores and Land Reclamation Act 1969 and other related legislation.
- 2.1 Develop and update an inventory in GIS MapInfo format of all sand and gravel extractions.
- 2.2 Develop and maintain an inventory in MapInfo of all deep sea mineral data for the Tuvalu EEZ.
- 3.1 Develop relationships with relevant organization such as SPC and SPREP
- 3.2 Develop and maintain relations with other Pacific Island Countries with similar issues such as Kiribati and Marshall Islands

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4.1 Analyze and assess all proposals for research within EEZ as well as proposed programmes of work in the AREA and report to the Director of Lands and Survey.

4.2 Assist the Director in establishing possible partners to secure a programme of work in the Clarion Clipperton Fractured Zone.

4.3 Any other duties that is required of him/her by the Director from time to time

MANDATORY REQUIREMENTS:

Degree in Earth Science, Environment Study and other related fields

AND

At least (3) years working experience in a technical and management position.

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Sound Microsoft Office and computer skills and able to process information in MapInfo

Ability to liaise with a range of stakeholders

Sound time management skills