



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Ministry of Environment, Climate Change, Disaster Management and Meteorology

DIVISION: Environment and Conservation

DUTY STATION: Honiara

POSITION NUMBER: 299-00013

MINISTRY VACANCY REF: MECDM 31/2024

POSITION TITLE: Director Environment and Conservation

POSITION LEVEL: SS2/SS3

SALARY RANGE: \$4,666.50 - \$6,013.95 fortnightly

THIS POSITION REPORTS TO: Deputy Secretary Technical

THIS POSITION SUPERVISES: Deputy Directors

SECTION B - SCOPE OF DUTIES

The incumbent will be responsible for planning, directing, managing, and overseeing the activities and operations of the Environment and Conservation Division in ensuring that provisions of the Environment Act 1998 and related Acts and Regulations are maintained and followed with aim of achieving divisional and Ministry's goals. He/she will provide the general administrative direction in fulfilling assigned responsibilities within approved guidelines, assume management responsibility for all divisional programs and functions and enhance staff welfare and development. He/she will assume responsibility for the preparation and administration of divisional budget in accordance with relevant regulations and policies.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Provides the overall leadership and executive management and administration of Environment and Conservation Division.
- Develop the overall work priorities of the Division in line with MECDM Corporate Plan, including the development of its policies congruence to government policies.
- Ensure that Solomon Islands government shows its commitment on implementing its obligations under relevant multilateral environmental agreements or conventions.

- To take a leading role in the development, coordination and facilitating of the national policy on environmental planning, environmental impact assessment and pollution control and related issues.
- Coordinate and lead in the development, revision and amendments of the national environmental plans, strategies and programs according to SIG policies.
- Ensure appropriate environment and conservation control measures are developed and implemented with relevant stakeholders in line with overall policies.
- In conjunction with the Deputy Director, prepare the division's annual work plan, programmes and become accountable for attainment of its outputs.
- Oversee the formulation of the divisional budget and enhance implementation is accorded in line with financial instructions and policies.
- Prepare special reports as needed by United Nations Framework Convention on environment and conservation as and when required.
- Formulate and implement divisional training programmes in collaboration with other directors and human resources manager.
- To provide assistance to the Human Resources Manager with divisional staff appraisals, promotions and appointments and staff welfare and development.
- Assist the Human Resources Manager with all induction programmes for newly appointed staff of the division.
- To ensure that the environment and conservation division is sustainable and achieves its goals and work priorities.
- Authorize expenditure against budget and monitor any significant variances of the divisional budget.
- Represent the Under Secretary at official meetings as and when requested.
- Carry out any other task/duties as assigned/required by the Under Secretary or Permanent Secretary from time to time.

SECTION D - KEY DELIVERABLES/KEY PERFORMANCE INDICATORS

The incumbent of this position will have their performance assessed according to the following key deliverables:

- Leadership and executive management and administration of Environment and Conservation Division is maintained and upheld.
- Divisions annual work plans, strategies and programmes are developed and implemented.
- Solomon Islands government maintained its commitment to multilateral environmental and conservation conventions.
- Environmental and Conservation plans, strategies, policies and programs are developed, implemented and monitored in a timely manner.
- Divisional budget is formulated and implemented in a transparent and accountable manner and achieve its goals and objectives.
- Environmental and Conservation Reports are prepared and submitted to stakeholders in timely manner.

- Divisional training programmes are implemented in collaboration with other directors and human resources manager.
- Divisional staff appraisals, promotions and appointments are carried out in collaboration with Human Resources Manager.
- Environment and Conservation Division is sustainable and achieves its goals and work priorities.
- Under Secretary is represented at official meetings in his/her absence as requested.
- Supervisors are satisfied with completion of additional duties as requested.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Bachelor's Degree in Environmental Science, Climate Change or a related discipline OR equivalent level of expertise gained from a combination of experience, training or professional accreditation.

Desirable Qualifications

- Preferably a Master's Degree in Environmental Science or Climate Change Studies

Capabilities Required

- Demonstrate Leadership capabilities
- Sound communication & Presentation skills

SECTION F – KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

Experience

- A minimum of 3 years' work experience in climate change duties, in emergency situation related duties.
- At least 2 years minimum working in government sector, private sector or similar institution.
- Experience in managing and supervising non-established employees and volunteers.

Skills and ability:

- Ability to understand and comply with the requirements of the Ministry and its ethics.
- Ability to write succinctly and prepare and present reports
- High level interpersonal and communication skills including the ability to convey concepts clearly and concisely and to manage relationships at Division with counterparts in other Ministries.
- Good negotiating skills, flexibility and open mindedness.
- Excellent oral and written communication skills and a motivated team player.
- Ability to work under pressure and be able to meet strict deadlines.

Knowledge:

- Excellent conceptual and analytical skills and a capacity to think strategically.
- Understanding and a commitment to the provision of reliable services to support the operations of the Climate Change Division.

Attitude

- Self-motivated and a team player
- Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

SECTION G - TERMS AND CONDITIONS

a)	Current Level:	SS2.1
b)	Fortnightly Salary:	\$4,666.50 per fortnight
c)	Annual Salary:	\$121,328.88 per annum
d)	Annual Leave Entitlement	28 Days per annum
e)	Housing Allowance	10% of basic if not accommodated under SIG Housing or PSRS
f)	Other conditions of service as stipulated in the Agreement of Service on appointment.	

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:



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Permanent Secretary/Responsible Officer

14/8/24

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Date Approved

Additional Comments: