



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: 299-00014

MINISTRY VACANCY REF: MECDM 31/2024

POSITION TITLE: Chief Environment Officer

POSITION LEVEL: L10/11

SALARY RANGE: \$2,599.16 - \$3,128.80 fortnightly

THIS POSITION REPORTS TO: Deputy Director

THIS POSITION SUPERVISES: Principal Environment Officer

SECTION B - SCOPE OF DUTIES

The incumbent will be responsible for the coordination and implementation of the divisional work plan and provide support to staff in terms of enhancing capacity building and development of the unit to achieve maximum output.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Provides support and assistance to the Deputy Director and Director in the overall leadership and executive management and administration of Environment Unit.
- Ensure work plans, activities and programs are implemented accordingly.
- To take lead in conducting site visits and tours to provinces and communities purposely to raise awareness about sustainable management of their resources.
- Prepare work plans, budgets, progress reports and monitor their implementation in accordance with set guidelines and regulations.
- Provide leadership, support and guidance to the subordinate staff and ensure their performance meet the expectations of the Unit.
- Support with the formulation of the divisional budget and enhance implementation is accorded in line with financial instructions and policies.

- Provide support and collaborate with other Ministries, agencies and stakeholders relating to environment issues.
- Take leading role in assisting and act as counterpart to consultants engaged by the Unit on issues relating to environment.
- Assist the Deputy Director/Director in the development, coordination and facilitating of the national policy on environmental planning, environmental impact assessment and pollution control and related issues.
- Support to the Deputy Director/Director to coordinate and lead in the development, revision and amendments of the national environmental plans, strategies and programs according to SIG policies.
- Support the Deputy Director with divisional training programmes and other staff related issues in collaboration with other directors and human resources manager.
- Represent the Director 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.
- Sites visits and tours are conducted to provinces to raise awareness about sustainable management of their resources.
- Subordinate and support staff are guided and assist with their staff welfare and development needs.
- Environmental 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.
- Support given to other Ministries, agencies and stakeholders relating to environment issues.
- Consultants engaged to undertake consulting assignments are assisted and happy with support received from divisional counterpart.
- Environment Unit is sustainable and achieves its goals and work priorities.
- Deputy Director 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 Bachelor'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:	L10.1
b)	Fortnightly Salary:	\$2,599.16 per fortnight
c)	Annual Salary:	\$67,578.21 per annum
d)	Annual Leave Entitlement	28 Days per annum plus 2 traveling days
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: