



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: ECD | Malaita

POSITION NUMBER: 299-00177

MINISTRY VACANCY REF: MECDM 04/2024

POSITION TITLE: Principal Environment/Conservation Officer

POSITION LEVEL: L8/9

SALARY RANGE: \$2,092.85 - \$2,587.45 fortnightly

THIS POSITION REPORTS TO: Chief Environment Officer

THIS POSITION SUPERVISES: Senior Environment Officer

SECTION B - SCOPE OF DUTIES

The incumbent will be responsible for the implementation of some sections of the divisional work plan to ensure the division achieve maximum benefits for the division and unit by working closely with supervisors, subordinates and other stakeholders.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- To undertake monitoring and evaluation of environmental issues both in the public and private practice as provided for under the Environment Act and associated guidelines.
- To carry out activities under work plans and programs to enhance and achieve divisional goals and priorities.
- To conduct site visits and tours to provinces and communities purposely to raise awareness about sustainable management of their resources.
- To undertake research through collection and compilation of environmental data and come up with comprehensive reports.
- Develop appropriate environmental quality standard guideline documents and codes of best practice for Ministry's use.
- Provide technical and logical support for workshops, conferences and seminars conducted by 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 assist in the preparation of annual reports and other reports.
- Provide support in the development, revision and amendments of the national environmental plans, strategies and programs according to SIG policies.
- Represent the Unit 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:

- Monitoring and evaluation of environmental issues in both the public and private practice as provided for under the Environment Act and associated guidelines.
- Divisions annual work plans, strategies and programmes implemented and monitored.
- 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.
- Workshops and seminars successfully completed.
- Quality standard environmental quality standard guideline are documented and used
- Divisional budget is followed and implemented in a transparent and accountable manner and achieve its goals and objectives.
- 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:	L8.1
b)	Fortnightly Salary:	\$2,092.85 per fortnight
c)	Annual Salary:	\$54,414.22 per annum
d)	Annual Leave Entitlement	28 Days per annum plus 2 days traveling time
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

4/3/24
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Date Approved

Additional Comments: