

## **Annex A: Terms of Reference**

### **Assistant Project Officer**

#### **Background and Rationale**

Pacific National Meteorological and Hydrological Services (NMHS) play a pivotal role in monitoring weather, climate, and hydrological hazards. Still, many operate with infrastructure and staffing constraints that limit their capability. Many staff are weather observers, and a few NMHSs in the region have established climate services, but tailoring support for sectors continues to be an ongoing challenge.

The EU signed a EUR 85 million Financing Agreement (FA) with the ACP Secretariat for the implementation of the "Intra-ACP Climate Services and related Application programme" (also called "ClimSA") financed under the 11th European Development Fund. The overall goal is to support the climate information services value chain with technical and financial assistance, infrastructure and capacity building. This will result in improved access and use of climate information and enable and encourage the generation and use of climate services and applications for decision-making at all levels.

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the lead agency for implementing the Pacific component of ClimSA, with a budget of EUR 9m. This programme is timely and necessary for the Pacific since climate variability and change already have and will continue to severely impact national economies and key socio-economic sectors without this large-scale resilience intervention.

All Pacific ACP (Cook Islands, Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Kiribati, Solomon Islands, Tonga, Tuvalu, and Vanuatu) members will indirectly benefit from the Action with the recognition of Kiribati, Nauru, and Tonga to also benefit from upgrading their weather observations stations to improve the quality of the climate data to support tailored products for decision making.

#### **Services Required**

KMS is seeking for a suitable Assistant Project Officer (APO) to be appointed on a full-time service basis following the Government Condition of Services to support the Project Officer (PO) on the implementation of ClimSA activities in Kiribati and to provide the support/services to the Kiribati Meteorological Service Division under the Office of Te Beretitenti (KMS/OB)

#### **Scope of Work**

The APO will support the Project Officer to facilitate the implementation of ClimSA-activities in Kiribati and to focus more on the Account and Registry services in relation to the ClimSA project.

Specific activities include but not limited to:

- ✓ Assist the Project Officer in coordinating and implementing ClimSA activities.
- ✓ Support in facilitating payments related to the ClimSA Project and other KMS-related works.
- ✓ Preparing and maintaining the project Account report and balances for national monitoring and reporting purposes and do acquittal and financial reporting to the Project Officer, Director of KMS and Secretary OB.
- ✓ Assist in the work plan and budget preparation for Kiribati ClimSA activities and assists in monitoring and evaluation functions and progress reports, and work closely with the Knowledge Brokerage Officer to increase the visibility of the ClimSA project at the national level.
- ✓ Support the organisation and facilitation of national and sectoral forums (e.g., NCOF), workshops and training, and report on successes and learning from initiatives under the Action.
- ✓ Assists in the logistics on ClimSA project activities and KMS project meetings with donor partners and supports the marketing of KMS project proposals.
- ✓ Strengthen relationship and communication between NMHSs and sectors; collect information to inform tailored products, support development of case studies and other relevant national activities of the Action.
- ✓ Support coordination of project activities with other ongoing, in-country initiatives.
- ✓ Report and provide feedback on the project strategies, activities, progress and challenges to the Director, Kiribati Meteorological Service Division.
- ✓ Any other work assigned by the Project Officer, ClimSA team and Kiribati Meteorological Service Division Director and Secretary OB

## **Requirements**

- ✓ Minimum qualifications of a bachelor's degree in any Science related field
- ✓ At least 3 years of experience in weather and climate services and experience in working in projects in Kiribati through the Government Account System is an Advantage.
- ✓ Demonstrated experience in providing financial reports and customer services as well as excellent knowledge of project management,
- ✓ implement work plan objectives and design and conduct training programmes.
- ✓ Excellent written and verbal communication skills, including high presentation and
- ✓ Inter-personal skills, with a proven ability to synthesise information and communicate.
- ✓ effectively to multiple audiences.
- ✓ Should be an I-Kiribati

## **Remuneration**

- ✓ Salary Scale of **L11** of the Government Salary scale. The payment schedule will follow the Government of Kiribati Salary schedules (fortnightly) and be based on a satisfactory report in accordance with the agreed work plans and project deliverables for the previous month.
- ✓ Provided with **AUD3,000** leave grant support per annum.
- ✓ Provided with Housing Allowance of **AUD100 per month**.
- ✓ There will be an operational budget for agreed disbursements, including travel and per diem. Travel throughout the focal area will be required and paid for through the individual project's travel budget.

### **Work arrangements**

The person will be based at the Kiribati Meteorological Service Division and will work under the direction of the Project Officer at the Kiribati Meteorological Service Division and submit reports through the Project Officer to the Director KMS against agreed work plans and project deliverables.

The officer must demonstrate that they are legally entitled to work in Kiribati.

### **Duration of the Service**

The employment will commence as soon as practicable and will be for the next 36 months depend on performance.