

JOB DESCRIPTION

POSITION SUMMARY

Job Title:	NBSAP Project Co-ordinator
Division:	Environmental Stewardship
Responsible To:	Biodiversity Co-ordinator
Responsible For:	None
Job Purpose:	<p>Effective and efficient delivery of the Service's aid programme Global Biodiversity Framework Early Action Support project (GBF-EAS), referred to as the "NBSAP Project", to support the successful operations of the National Environment Service.</p> <p>The NBSAP Project Co-ordinator will support overall project implementation with emphasis in coordinating stakeholder engagement. The role will also involve supporting the financial and administrative management of the project.</p>
Job Classification:	
Jobwise Code:	T2
Job Band:	E
Date updated:	September 2023

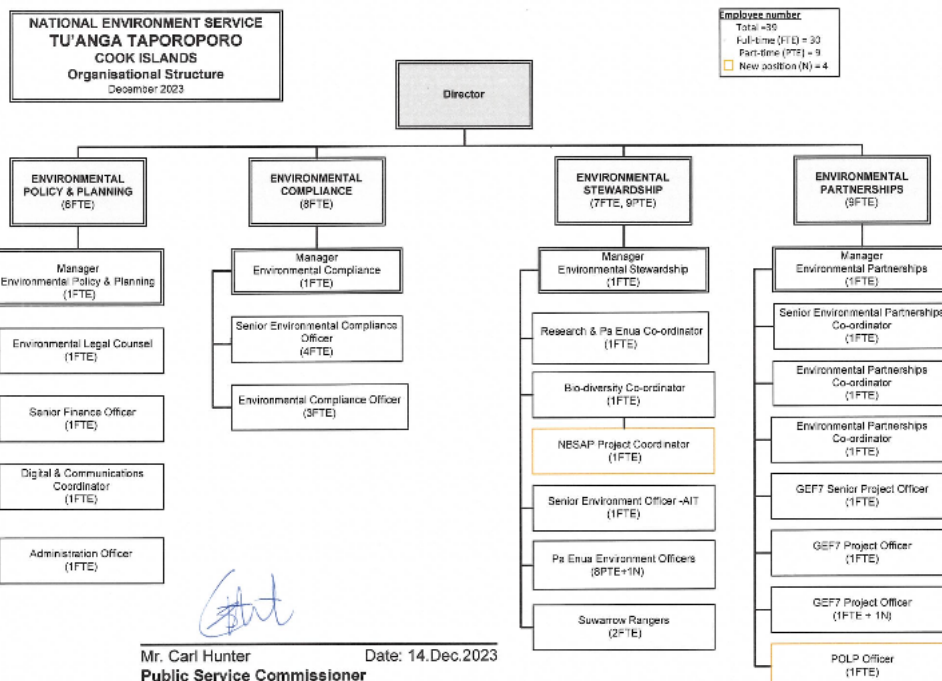
AGENCY VISION

Vision – To transform the Cook Islands into a regional leader in environmental sustainability.

Mission – The National Environment Service provides a powerful leadership role and is a fit-for-purpose organisation that enforces a coherent environmental movement in the Cook Islands.

ORGANISATIONAL STAFFING STRUCTURE¹

¹ Approved Organisation Structure (2023) by the Public Service Commissioner.



PROJECT BACKGROUND

The Convention on Biological Diversity (CBD) adopted the Kunming-Montreal Global Biodiversity Framework (GBF) in December 2022. The GBF is a package of 4 overarching goals and 23 targets, with the aim of halting biodiversity loss by 2030 and putting nature on a path to recovery by 2050. The GBF replaces the Aichi Targets 2010-2020.

To fast-track readiness to implement the GBF, countries who are a party to the Convention are requested to update their National Biodiversity Strategy and Action Plans (NBSAPs), in alignment with the new GBF. The United Nations Environment Programme (UNEP), through the Global Environment Facility (GEF), is providing technical support and financial assistance to countries to review and update their NBSAPs through the GBF-Early Action Support project. The project has three components; 1) Rapid review of NBSAP for alignment with the post-2020 GBF; 2) Assessment of monitoring systems; and 3) Policy and institutional alignment and review for coherence with the GBF.

The Cook Islands current NBSAP, at over 20 years old, is outdated and no longer fit for purpose. The project seeks to update and align the NBSAP to national policies and plans, by ensuring that stakeholder consultations facilitate a whole-of-government and whole-of-society approach, while incorporating monitoring plans, to ensure effective implementation of the NBSAP after project completion. The project technical end date is February 2025, with the project completion date in August 2025.

KEY RESULTS AREAS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)	Weighting
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<p>KRA 1: Support of GBF-EAS project activities</p> <ul style="list-style-type: none"> • Planning and implementation of GBF-EAS project activities; • Assisting the consultants in execution of project activities; • Making logistical and organizational arrangements for project meetings, workshops or other events; • Ensuring alignment of project outcomes with the Kunming-Montreal Global Biodiversity Framework, strategic direction of the Service, and/or national priorities identified in the NSDA 2020+ • Co-ordinate with external stakeholders for implementation of the project; • Maintain project standards as per the guidelines by regulatory authorities; • Undertaking project activities in line with project plans and budgets; • Assist the Biodiversity Coordinator and Consultants in supporting mid-term and terminal evaluations of the project, including management responses. 	<ul style="list-style-type: none"> • The project is well supported and implemented effectively • Project outcomes are aligned to partner, national or regional goals and objectives • External stakeholders are well informed of project activities for smooth project implementation • The project is delivered within timelines and budget agreed • Key project milestones are fully supported and met • A Cook Islands NBSAP completed and endorsed 	
<p>KRA 2: Administering/ Implementing the GBF-EAS project</p> <ul style="list-style-type: none"> • Keep records of project funds and expenditures and ensure all project-related financial documentation are well maintained and readily available when required by the Biodiversity Co-ordinator or Manager Environmental Stewardship; • Support preparation of progress, budget and financial reports as per the partner and Service, and keep track of budget versus actual spend • Organise logistics and provide support on payments, communications and organising of meetings, workshops and events • Support coordination with suppliers, subcontractors, and others, supporting the implementation for accomplishing the project work for the organization • Ensure all project documentation (progress reports, consulting and other 	<ul style="list-style-type: none"> • The project has good record keeping to support accurate reporting • Regular progress and financial reports are developed accurately and submitted on time • Payments are submitted accurately for payment on time • Fund or project is spent within budget • Strong communication with suppliers and key partners on the delivery of the project • Issues are reported and addressed in a timely manner and avoid any detrimental effect on the project • Project outputs and documents are readily available and accessible to key stakeholders, 	

<p>technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by the NES, KAON, project consultants or other project service providers.</p> <ul style="list-style-type: none"> • Participation at regional and/or international meetings or workshops for the GBF-EAS project for capacity building to support implementation of the project 	<p>and have been translated into Cook Islands Maori where appropriate</p> <ul style="list-style-type: none"> • Co-ordination of sub-contracts and/or purchase of media to support design of NBSAP and promote awareness of the project 	
<p>KRA 3: Monitoring & Evaluation (M&E) of GBF-EAS project activities and funds</p> <ul style="list-style-type: none"> • Support the preparation of internal reports for the Manager of Environmental Stewardship and staff members of the Service • Prepare external reports for the funding partner on mid-year progress and annual progress • Analyse the progress report in accordance with agreed objectives and outcomes • Carry out routine monitoring of project implementation activities and complete project deliverables against agreed timelines • Provide input on treaties that are applicable to the project. • Collect, process, and evaluate the off-site and on-site data relevant to the project and objectives of the fund • 	<ul style="list-style-type: none"> • Internal reports are prepared in a timely manner at the request of the Director or Manager • External reports are prepared in a timely manner as per requirements of the funding partner or other authorities (e.g. MFEM) • Final reports are submitted • Project deadlines are met • Use of data collected for central research work of the Service and the project 	
<p>KRA 4: Execute sound stakeholder engagement</p> <ul style="list-style-type: none"> • Communicate to the public, other Government agencies, NGOs, private sector or key stakeholders the objectives, deliverables and outcomes of the GBF-EAS project • Raise public awareness on the project through the Service's owned communication assets • Engage with the media on the project and its alignment with national priorities • Conduct training, workshops, meetings to inform stakeholders and general public 	<ul style="list-style-type: none"> • Clear communication of objectives, deliverables and outcomes to internal stakeholders (meetings/workshops, reporting) and external stakeholders (a diverse combination of television, newspaper, social, online or radio) • Public is educated on the project and particularly on environmental effects 	

<p>on project activities and other environment related activities.</p> <ul style="list-style-type: none"> • Oversee the development and implementation of the project, to support effective learning and adaptive management, and to maximize outreach and scaling out of project results through the identification and effective targeting of key audiences; • Promote the project among national and local stakeholders, ensure consistent communications materials and tools, including presentation and reporting templates; • Guide the development and dissemination of outreach and promotional materials with consistent messaging, such as brochures, fact sheets, presentations and EDM, and take the lead of designing event materials, briefing packets and press releases. • Engage with stakeholders at the National Environmental Forum 	<ul style="list-style-type: none"> • A communications strategy is developed to promote and engage with key local media partners and stakeholders to amplify the messages required of the project • Knowledge of key stakeholders is successfully developed to create a better understanding of the project. • Promotional and outreach materials are consistent with project branding/messaging and accessible to stakeholders • Awareness of the project raised at the National Environment Forum • Regular engagement with the KAON • Strong public awareness through media and communication engagement • 	
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WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):	
1	Implementing multiple activities in line with project plans and budgets
2	Monitoring and evaluating of project implementation activities
3	Meeting all relevant reporting requirements and deadlines

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (Explain the authority if any)

Financial	No
Staff	No
Contractual	Yes

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. (List the external and internal types of functional relationships)

Internal	Nature of Contact	External	Nature of Contact
Director of National Environment Service	Low: Advice, information sharing and assistance	Stakeholders (general public, Pa Enua, other gov agencies, Schools, Interest Groups, NGOs, etc.)	Promoting Providing advice and information sharing
Manager of Environmental Stewardship	Medium: Reporting and direction and assistance		Promoting & Routine Promotion, awareness and best practices on environmental management issues and initiatives
Biodiversity Co-ordinator	Heavy: Advice, direction, assistance and information sharing		
Other NES staff	Light: Advice and assistance		

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
Certificate or Diploma in Environment, Natural Sciences, Project Management or related field	Bachelor Degree in Environment, Natural Sciences, Project Management or related field

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
2-4 years' experience in a similar role or position	4+ years in a similar role or position

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> - Effective time management and teamwork skills; - Strong drafting, presentation and report writing skills; - Ability to follow instructions, budgets and work effectively with counterpart staff at all levels and with all groups involved in the project;

	<ul style="list-style-type: none"> - Excellent communication, inter-personal and writing skills in English, especially in timely and accurate responses to emails; - Takes ownership and acknowledges impact and outcomes of decisions.
Advanced	<ul style="list-style-type: none"> - Strong organisational and coordination skills; - Strong computer skills, particularly use of Microsoft office programmes; - Self-motivated and ability to work under pressure; - Can facilitate meetings and workshops (internal and external); - Experience of working with communities; - Ability to strengthen and develop partnerships.
Working	<ul style="list-style-type: none"> - Highly developed written and oral communication skills, preferably in both English and Cook Islands Maori; - Able to think laterally and exercise sound judgement; - Identifies opportunities for innovation and improvement; - Able to manage limited resources; - Analytical skills; - Able to handle confidential and sensitive information; - High level of accuracy, initiative, creativity and accountability.
Awareness	<ul style="list-style-type: none"> - Public Service experience; - Social, Economic, Political and public issues associated with Environment in the Cook Islands; - Understanding of the requirements and approaches for gender mainstreaming.

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

HoM/Manager

Date

Employee

Date