

R2R PROJECT BACKGROUND

The project was developed in accordance with the goals and scope of the UNDP-GEF Regional R2R Program "Pacific Islands Ridge-to-Reef National Priorities – Integrated Water, Land, Forest and Coastal Management to Preserve Biodiversity, Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods". Given the close inter-connections between land, water and coastal systems in Pacific Island Countries (PICs), the integration of watershed management with coastal area management is considered essential to foster effective cross-sectoral coordination in the planning and management of land, water and coastal uses. In PICs, such integrated approaches to freshwater and coastal area management have been termed 'Ridge to Reef' to emphasise the inter-connections between the natural and social systems from the mountain 'ridges' of volcanic islands, through coastal watersheds and habitats, and across coastal lagoons to the fringing 'reef' environments associated with most PICs.

The Global Environment Facility (GEF) has recently approved a national Ridge to Reef project for the Cook Islands which is supported by the United Nations Development Programme (UNDP). The project objective is "To build national and local capacities and actions to ensure effective conservation of biodiversity food security and livelihoods and the enhancement of ecosystem functions that contribute to food security and livelihoods within the Cook Islands Marine Park".

The project will achieve its objective through the implementation of two components, whose activities are thoroughly described in the GEF approved proposal.

They are:

- (1) Strengthening Protected Areas Management and
- (2) Effective mainstreaming of biodiversity in key sectors to mitigate threats within production landscapes;

The R2R project will promote the conservation and sustainable use of biodiversity, the maintenance of ecosystem goods and services, and the protection of food security and livelihoods through the improved management of existing and new protected areas, sector reforms to conserve and sustainably use biological diversity, and the incorporation of biodiversity conservation and sustainable use into planning frameworks. This project will enhance the Cook Islands' capacities to effectively manage its protected area estate, with a particular emphasis on the operationalization of various categories of protected areas within the Cook Islands Marine Park. The project will assist the Government to tailor its policy, regulatory and institutional frameworks to suit the specific characteristics of the large marine protected area, and of specific PA sites within it, recognizing that protection and sustainable use will need to be zoned and planned carefully, particularly given that tenure over land and marine areas and resources is vested primarily in private landowners and local communities. Furthermore, the project has been designed to engineer a shift in the management of marine and terrestrial PA sites from a site centric approach to a holistic "ridge to reef" management approach, whereby activities in the immediate production landscapes adjacent to marine and terrestrial protected areas will be managed to reduce threats to biodiversity stemming from key production activities (tourism and agriculture).

UNDP in collaboration with Tu'anga Taporoporo – the Cook Islands National Environment Service, would like to contract a qualified candidate for the above mentioned post for the period of 4 years. The contract will be performance-based and yearly renewable based on a positive assessment of the incumbent's performance. Terms and conditions of service linked to type of proposed contract will apply.



National Environment Service
GOVERNMENT OF THE COOK ISLANDS

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POSITION SUMMARY

Job Title:	NES R2R Monitoring Officer
Division:	Puna Akoako e te arapaki ture – Compliance Division
Responsible To:	Director Deputy Director Manager – Compliance Division Senior Environment Officer - Aitutaki
Responsible For:	N/A
Job Purpose:	The R2R officer will be responsible for overseeing the project work relevant to the R2R project on the island of Aitutaki. Providing technical inputs and support to all stakeholders of the project on island ensuring information sharing and capacity building achieves the outcomes of the project.
Job Classification:	Function (Policy, Service Delivery, Regulatory, Corporate Support, Governance) Jobwise Code (S1-S6; O1-O6; T1-T7; L1-L9)
Date updated:	23 March, 2018

AGENCY VISION

Taporoporoia Te Tango o te Kuki Airani - A Clean, Green, Healthy and Sustainable Environment for all

ORGANISATIONAL STAFFING STRUCTURE

See Annex 1

KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
KRA 1: Coordinate and support the facilitation of the implementation of project activities related to the Ridge to Reef project activities by NES	<ul style="list-style-type: none"> No. of meetings held with IC and stakeholders Support all NES meetings/workshops on island
KRA 2: Liaise with relevant implementing partners for effective coordination of Ridge to Reef project on Aitutaki ;	<ul style="list-style-type: none"> Meet with stakeholders and support their activities related to the R2R project and NES programmes
KRA 3: Supervise, support and coordinate the work of all consultants and sub-contractors supporting the implementation of project activities relevant to all R2R project activities;	<ul style="list-style-type: none"> Provide logistics support to the consultants/project teams on island.
KRA 4: Support the communications and exchange of information as well as documenting experiences and lessons learned among stakeholders and partners, on Aitutaki enua	<ul style="list-style-type: none"> Weekly updates on progress on Aitutaki 3 x Media releases every month

WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken	
1	The NES R2R officer is expected to interact with stakeholders – typically the nature of contact includes courtesy, giving/receiving information, explaining things, liaising, advising, gaining co-operation, facilitating, influencing and persuading, resolving minor conflicts, leading.
2	Be adaptive and find alternate solutions to the challenges of facilitating the R2R project outcomes and outputs.
3	Actively implement work plans with minimal supervision and in collaboration with the Senior Environment officer.
4	To understand the level of decision making in the NES office and the R2R project process

AUTHORITY

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

Financial	None
Staff	None
Contractual	None

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	Medium: Employer Indirect Reporting	Visitors	Routine : provision of updates as required
Deputy Director	Medium: Indirect Reporting	Govt Partners	Routine: Provision of timely, high quality analysis and advice as required

Compliance Division Manager	Medium: Indirect Reporting	ACD Manager	Reporting and Advice: Communication for advice on and implementation of the Environment Act
Senior Environment Officer	Heavy: Direct Reporting	All NES staff	Support in the implementation of NES activities on Aitutaki as well as the activities of the R2R project.
R2R Project Manager	Medium : Indirect Reporting	All NES staff	Reporting and Advice : R2R reporting and advice as required
R2R Project Coordinator and PMU	Heavy : Direct Reporting	All NES staff/Aitutaki Island Council and Administration	Reporting and Advice : Logistics support and facilitation for R2R project activities

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)
<ul style="list-style-type: none"> • A qualification at tertiary level preferred or either Level 3, NCEA. • At least 5-10 years working experience and essentially in project management 	<ul style="list-style-type: none"> • High school qualification equivalent to 7th Form • At least 5 years working experience and essentially in project management • Driven and self-motivated

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)
<ul style="list-style-type: none"> ▪ A working knowledge of the Cook Islands, its people, system of government, its cultural practices, and sustainable development of the environment; ▪ Demonstrate organizational skills; ▪ Must have basic report writing skills; ▪ Effective communication skills, both written and oral. ▪ Proficiency in written and oral Cook Islands Maori 	<ul style="list-style-type: none"> ▪ A wealth of knowledge of the Cook Islands, its people, system of government, its cultural practices, and sustainable development of the environment; ▪ Demonstrate excellent organizational skills; ▪ Demonstrate excellent report writing skills; ▪ Excellent communication skills, both written and oral. ▪ Proficiency in written and oral Cook Islands Maori will be an advantage.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> ▪ Ability to manage own time and activities with support and endorsement from the senior officers ▪ Be able to provide advice and support to R2R PMU in Rarotonga
Advanced	<ul style="list-style-type: none"> ▪ Outgoing personality with ability to communicate with key stakeholders ▪ Ability to work independently as well as in a small team environment and in partnerships ▪ Ability to support NES's values and a genuine desire to protect the environment ▪ Integrity in handling sensitive information. ▪ Facilitate R2R project activities
Working	<ul style="list-style-type: none"> ▪ Physically fit to carry out field work. ▪ Can drive a car, truck and motorbike ▪ Be able to use best judgement for water safety
Awareness	<ul style="list-style-type: none"> ▪ Must be of sober habits with a smart and clean appearance High standards of self-integrity and honesty;

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.