

## 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**

<b>Job Title:</b>	<b>Senior Environment Officer – R2R NES Project Officer</b>
<b>Division:</b>	Puna Orama – Island Futures Division
<b>Responsible To:</b>	Director – National Environment Service Deputy Director – National Environment Service Manager – Island Futures Division Senior Environment Officer – R2R Project Coordinator
<b>Responsible For:</b>	Providing assistance and support to the Director, Deputy Director, IFD Manager, R2R Project Coordinator, UNDP Programme Officer and National Environment Service Staff, for the effective delivery of the Cook Islands R2R Project and required outputs for NES, particularly those related to the Cook Islands GEF 5 Ridge to Reef Project.

**DUTIES AND RESPONSIBILITIES:**

The position of Senior Environment Officer – R2R NES Project Officer (NES-PO) within the Island Futures Division is responsible for the management of project activities for which the National Environment Service (NES) will play a leading role in implementation, including: legal/regulatory and policy work; ecosystem zoning processes, support for site-level terrestrial Protect Area management (including capacity building of site level staff/volunteers), monitoring and enforcement of environmental regulations in the Aitutaki Lagoon, conservation plans for targeted terrestrial species (endemic birds and flora), and environmental education and awareness; capacity building of NES staff for Protected Area management; support for the development of Island Conservation Strategies, mapping of land cover and land uses and defining of areas of sensitive habitat, developing policies to guide development in environmentally sensitive areas, and strengthening of Environmental Impact Assessment (EIA) processes; work with the Ministry of Agriculture to carry out baseline studies on agriculture related impacts on aquatic and inshore marine ecosystems; and developing criteria for ecological conservation activities to be included in existing tourism accreditation system. In partnership with the R2R Project Coordinator, the NES-PO will be responsible for directing any technical work on these activities performed by national and international sub-contractors and/or consultants. The NES-PO will report to the R2R Project Coordinator and to the Director of the NES, and will provide reporting as required by UNDP-GEF project rules and the requirements of the NES.

Duties	Key Responsibilities
(1) Ensure the project objective, outcomes, outputs and activities are implemented in accordance to standards expected by the IFD Manager and the Project Board/Steering Committee and within a timely and appropriate manner.	<ul style="list-style-type: none"> <li>- Ensure the timely and effective implementation of NES activities under the R2R Project to ensure delivery of project Objectives, Outcomes, Outputs and Activities, and manage schedules and implementation in accordance with work plans.</li> <li>- Support the R2R Project Coordinator in the delivery of the Cook Islands Ridge to Reef Project where applicable.</li> <li>- Develop or oversee the development of Terms of Reference related to NES activities under the R2R Project, for technical services, consultants, experts, and specifications of materials as required by the project, in consultation with the R2R Project Coordinator/UNDP, where applicable.</li> <li>- Organize and assist in project related activities, where required. These may include planning for meetings, local and national workshops, consultations, field visits, and other project related activities.</li> <li>- Work on and support the preparation of base documents for technical meetings, where applicable.</li> <li>- Support and facilitate consultations with relevant authorities and technical experts, and collect and consolidate information arising from the technical meetings for NES activities under the R2R Project, where applicable.</li> <li>- Establish and maintain linkages with national and international organizations and</li> </ul>

	<p>person which can be of assistance to NES activities under the R2R Project.</p> <ul style="list-style-type: none"> <li>- Co-ordinate with other ministries whose initiatives and programs are consistent with the outcomes and spirit of the Cook Islands Ridge to Reef Project.</li> <li>- Support the exchange and sharing of experiences and lessons learned among relevant partners including among different site level partners</li> <li>- Perform other related administrative and financial requirements of the project, including those related to the management of NES activities under the R2R Project and its funding.</li> </ul>
(2) Undertake the general administrative requirements of the project, including those related to the coordination of the project and its funding, and the management of project activities:	<ul style="list-style-type: none"> <li>- Develop detailed workplans and budgets for NES activities under the R2R Project (including activity descriptions and chronogram) and submit these to the R2R Project Coordinator for approval;</li> <li>- Work with the R2R Project Coordinator to support the preparation of the overall project budgetary revisions/annual work plans</li> <li>- Submit quarterly (or when requested) progress reports for NES activities under the R2R Project to the R2R Project Coordinator including work completed, progress, challenges and updates on budgets and project work plans</li> <li>- Provide or present timely progress reports of NES activities under the R2R Project as required by the as required by NES, the Project Steering Committee, Project Board and UNDP</li> <li>- Represent the project at meetings when so designated by the Project Coordinator or for reasons of force majeure</li> <li>- Provide technical support to the project team that includes consultants;</li> <li>- Provide the reports and plans defined in the Monitoring and Evaluation strategy, in accordance with the GEF and UNDP guidelines</li> <li>- Assist the Finance and Administration Assistant, where needed, with payment requests for NES activities related to the R2R Project</li> <li>- Assist in any other activity requested by the Project coordinator</li> </ul>
(3). Fulfil the duties of a Senior Environment Officer	<ul style="list-style-type: none"> <li>- Support the implementation of NES Annual Business Plan, the 5 year NESAF and where relevant, compliance with the Environment Act 2003.</li> <li>- Contribute to the effective implementation of NES Quality Management Systems including through project reporting and planning</li> </ul>

## WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Ability to ensure the delivery and support to the NES responsible components of the Ridge to Reef Project, as well as ensuring the delivery the administrative, financial and reporting duties to ensure project progress.
2	Coordinating multiple stakeholders and consultants to ensure timely input into project deliverables, particularly coordinating activities across the Southern Group islands.
3	Managing information flows across multiple stakeholders and communicating this information in an effective and efficient manner
4	Be adaptive and find alternate solutions to project challenges as well as being able to actively implement workplans with minimal supervision.

## 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.

<b>Essential: (least qualification to be competent)</b>	<b>Desirable: (other qualifications for job)</b>
Recognised Bachelors degree in Management, Biological Science, Environment Management, Geography, Science or a related environment field	Recognised post graduate qualifications in Management in Biological Science, Environment Management, Geography, Science or a related environment 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.

<b>Essential: (least number of years to be competent)</b>	<b>Desirable: (target number of years you are looking for)</b>
<ul style="list-style-type: none"> <li>▪ Two years' work experience within government or private sector, particularly medium or long term project implementation</li> <li>▪ Ability to effectively coordinate a multi-stakeholder project</li> <li>▪ Ability to train and work effectively with counterpart staff and stakeholders across government and in the Outer Islands</li> <li>▪ An ability to communicate effectively in written and spoken English</li> <li>▪ Knowledge and understanding of the environment issues faced in the Cook Islands</li> <li>▪ Capacity to work in time-pressured environment</li> <li>▪ Strong writing, presentation and reporting skills</li> <li>▪ Strong computer literacy (MS Office)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Four years' work experience within government or private sector, particularly medium or long term project implementation, in areas of environmental management</li> <li>▪ Project delivery and budget management experience in the Cook Islands</li> <li>▪ An ability to communicate effectively in both written and spoken English and Cook Islands Maori</li> <li>▪ Prior experience in UNDP procedures and practices</li> <li>▪ Knowledge and understanding of the Convention on Biological Diversity</li> </ul>

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

<b>Level of ability required for the job</b>	
<b>Expert</b>	<ul style="list-style-type: none"> <li>▪ Project Coordination ability - demonstrated skills in planning, organization and effective delivery of activities</li> <li>▪ Time management and report writing skills</li> <li>▪ Ability to work as part of a team in a small team environment, and take advice from others</li> <li>▪ Excellent communication and interpersonal skills</li> <li>▪ Analytical and problem solving ability</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate complex, technical information to both technical and general audiences</li> <li>▪ Familiarity with biodiversity and environment issues nationally, regionally and internationally</li> <li>▪ Demonstrated understanding of local institutions and stakeholders</li> <li>▪ Knowledge of issues faced by the Cook Islands</li> <li>▪ Regional and international environment issues that may impact the Cook Islands</li> </ul>
<b>Working</b>	Computer literacy; competency with the Microsoft Office suite
<b>Awareness</b>	Must be of sober habits and maintain high standards of integrity and honesty