**Terms of Reference**

**LDCF Component Officer Position**

A LDCF Component Manager will be recruited by the Coastal Fisheries Division to carry out relevant duties assigned towards implementation of the LDCF project programs/activities under the various key outputs related to the fisheries sector. Overall these key outputs aimed in addressing Food Security and livelihood in the phase of climate change with direct supervision under the Director of Coastal Fisheries Division (CFD). He/She will be **primarily** responsible to coordinate and ensure the completion of the CFD outputs components of the LDCF-I Food Security project.

The interested candidate should be highly motivated, enthusiastic, and capable of working independently, and He/She should have a strong scientific and technical background in the areas of Marine Science or Marine Management and other relevant to this position.

The LDCF Component Manager should have at least a year of experiences in formulation of strategic and work plan, Reporting, Monitoring and Evaluation and Establishments of effective stakeholder consultation and inter-relationship linkages which enhances audience collaboration. The candidate should demonstrate great ability to work with the different groups both internally within the key units of CFD, and externally across other government agencies, non-governmental organizations, and research institutions is essential.

**Duties**:

The LDCF Component Manager in consultation with the LDCF PMU and CFD Management will be responsible to strengthen the LDCF/CFD and is not limited to the following tasks:

* Assist in coordinating and implementing CFD activities under LDCF project and to work closely with CFD key units and to be under the supervision of CFD Heads of Unit.
* To continue to liaise with heads of units involved in the implementation of key outputs under LDCF project to ensure that activities effectively delivered smoothly
* Act as focal person to oversee the LDCF project in coordinating all project related climate change and food security activities with heads of technical expert groups, and a range of institutions and agencies, including UNDP, IPCC, UNFCCC secretariat, national institutions and other related MEAs to ensure smooth and appropriate execution of activities in a timely manner according to the workplan
* Prepare consolidated CFD costed work plan under LDCF project in close collaboration with relevant units with the Coastal Fisheries Division.
* Prepare press release and trip report implemented by key units under CFD and submission to LDCF-PMU, CFD Management, and UNDP on a required time basis
* Prepare, compile and submit CFD progress reports and updates in collaboration with relevant units in a timely manner
* Procure of equipment required by CFD Key Units for facilitating CFD programs/activities under LDCF project
* Seek and provide advice on potential supplies in-country and overseas for quality items and tools as per required to be purchased under the project for execution of activities
* Work closely with CFD Key Units to prepare logistics and costing for proposed programs/activities to be conducted on pilots Islands and including South Tarawa

* Assist to monitor the performances of Fisheries Extension Assistants and assess their capacity score in accordance with the UNDP-GEF scorecard
* Monitor, stock take and record keeping of the CFD assets funded by the LDCF project
* Participate in LDCF relevant programs/activities that may be conducted outside working hours.
* Perform any other tasks assigned by the LDCF PC and CFD Director as to where and when required

**Qualifications and Experience:**

* Form 7 Leaving Certificate with 3 years in experience with administration related duties and a Bachelor’s degree in Marine Science or Marine management related fields, preferably climate change related fields.
* Relevant experience within the Coastal Fisheries Division.
* Substantial experience in government and in interdepartmental procedures
* Familiarity with computers and Microsoft Office
* Should have good knowledge on fisheries and administration management skills.

**Duty Station**: The LDCF Component Manager for the Coastal Fisheries Division will be based at the Coastal Fisheries Division as an implementing entity of the LDCF project within its office and he or she should spend 2 days per week at the LDCF office within the ECD MELAD office

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**Duration**: 1 year and subject to performance satisfactory

**Salary:** - Subject to Government Salary scales of Level 9 – 7 with a starting salary of Level 9 – 1

All Applications should be sent to Director of Coastal Fisheries Division before the deadline 28th January, 2020