

Terms of Reference

KNEG SECRETARIAT

Background:

Section 10 (1) of the Kiribati Disaster Risk Management and Climate Change Act 2019, establishes the Kiribati National Expert Group on Climate Change and Disaster Risk Management, or KNEG for short, as the principal strategic coordination and technical advisory body for disaster risk management and climate change at the national level. Climate change and Disaster Risk as issues commonly affects every sector, a national approach is needed. A dedicated committee with a secretariat making coordination, advises and monitoring efficient.

Office of Te Beretitenti (OB), as the responsible ministry for disaster and climate change is the lead agency on climate change and disaster risk management (CCDRM) at the national level, and one of its roles and responsibilities is to serve as Secretariat to the KNEG and the joint national action plan.

The role of Secretariat to the KNEG is currently taken up by the National Disaster Risk Management Officer for disaster risk management coordination, and Senior Climate Change Officer for climate change coordination. The two positions already have other responsibilities for the supervision and management of overall national climate change and disaster risk management programmes in Kiribati, hence the need for dedicated KNEG Secretariat. As such, the OB through financial support from the UNICEF, is seeking to recruit a position of a dedicated KNEG Secretariat who will be responsible for providing administrative and strategic support to the Senior Climate Change Officer, National Disaster Risk Management Officer, Director CCDRM, and Secretary OB in the coordination of climate change and disaster risk management across Ministries, NGOs, SOEs, Church-based groups, and private sectors.

Scope of work

The roles and responsibilities include, but not limited to:

- Develop KNEG meeting agendas in consultation with CCDRM team, Climate Finance team and relevant stakeholders that request for KNEG meetings.
- Distribute meeting invitations, agendas once approved by the Chair, at least one week prior to the schedule;
- Secure venues for meetings, handle logistics for offsite meetings and workshops, arrange catering and manage participants signing sheets;
- Collate and distribute meeting papers one week prior to a scheduled meeting date, and keep meeting minutes and attendance records;
- Properly file and record KNEG meetings for future reference;
- Provide administrative support to OB CCDRM/UNICEF project documentation;
- Collect and maintain all accounting details (e.g., invoices, receipts, PV numbers) for every expense incurred under UNICEF projects.
- Organize and archive FACE forms, ICE documents, and all related financial records digitally to ensure accessibility and compliance with internal controls.
- Ensure that all supporting documentation for Direct Cash Transfers and Direct Payments is complete, accurate, and ready for audits or reconciliations.

- Collaborate with the Ministry of Finance by providing all necessary financial and accounting information to support the reconciliation process and the secure transfer of funds from UNICEF to the Government of Kiribati.
- Prepare and submit monthly updates on the status of DCT liquidations and balances.
- Assist in generating FACE forms and Itemized Cost Estimation (ICE), as they are the main source of financial process between OB and UNICEF
- Provide Secretariat services to the KNEG Principal Committee, sub-committees, and TWG, or any other meetings called by the OB CCDRM;
- Liaising with KNEG members, CCDRM team, Climate finance team and their offices;
- Formulate annual workplan for meeting schedules of KNEG Principal Committee, sub-committee, and TWG;
- Monitor and assess KNEG member's engagement for further analysis on improving KNEG's operation;
- Keep a forward work plan, track agreed action items from previous KNEG meetings, and share updates and progress made to KNEG members;
- Coordinate, consolidate and share inputs from KNEG members on regional and international documents, ensuring timely submission for Director's/Secretary's and HE's clearance before the due date;
- Provide support to CCDRM in implementation and monitoring of the KJIP (Kiribati Joint Implementation Plan).
- Updating the KNEG focal point list
- Assist sectors requiring KNEG's advice in advancing their project, including site prioritization, inception meetings, policy reviews, etc;
- Lead periodic reviews of the KNEG Terms of Reference;
- Support the CCDRM team in overseeing its sub-committees and Thematic Working Groups (TWG), including:
 - Providing advice to sub-committee, TWG and their respective Secretariats on KNEG governance and reporting arrangements to ensure an appropriate feedback loop between KNEG sub-committees, TWG and the KNEG Principal Committee.
 - Liaising with sub-committees, TWG to progress agreed action items from the KNEG Principal Committee.
- Additional tasks that may be identified by the supervisor.

Reporting arrangements or Workflow arrangements

The KNEG Secretariat will ensure all significant final considerations, or agreement on critical and substantial matters are referred to the KNEG Principal Committee at its regular meetings or, where appropriate, out-of-session for consideration and decision. For any issues or matters that do not guarantee the KNEG Principal Committee consideration should, as much as practicable, be dealt with out-of-session or tasked to KNEG sub-committees.

The KNEG Secretariat will be based at OB CCDRM and will be working closely with the Senior Climate Change officer and National Disaster Risk Management officer in coordinating KNEG sub-committee and TWG meetings and will be reporting to the Director CCDRM. The KNEG Secretariat should also build strong collaboration with the Climate Finance Division and KNEG

members from all Government ministries, NGOs, Church-based groups, private sectors that are members of the KNEG.

Qualifications

i. Education

Form 7 or higher (no specific field required, but an interest or prior experience in administration work, environment, or community work is an advantage).

Work Experiences and skills

- A minimum of 1 year in programme coordination at a mid to senior level.
- Experience in work programme formulation especially in project planning, budgeting, monitoring and evaluation
- Experience and understanding of the KNEG structure and overall governance structure of CC & DRM coordination
- Familiarity with Government's filing system, channel of communication, and government's meeting settings
- Good leadership, coordination, communication and facilitation skills are essential.
- Good writing skills, especially in taking minutes and logistical arrangements
- Strong stakeholder management and interpersonal skills
- Extensive network and information exchange contacts with national stakeholders
- Demonstrated commitment to work and experience in working in a multicultural team environment, high level inter and intra-personal and communication skills.

Salary package

The Salary package for KNEG Secretariat is 35,000.00 per annum plus leave grant. This is a one-year position (January to December 2025), can be extended subject to availability of funds.