

Terms of Reference

INFORMATION MANAGEMENT & COMMUNICATION OFFICER

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.

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 for the joint national action plan.

The CCDRM as a coordinating body and KNEG as a key platform for national climate change and disaster risk management programmes, requires an efficient and properly managed information system. An efficient information system will assist the CCDRM division to archive, communicate and disseminate CCDRM data and information products and services. The OB CCDRM since its establishment has been struggled with collecting, keeping, managing and disseminating of climate and disaster related data and information to national and external stakeholders and partners.

The role of **Information Management and Communication Officer (IMCO)** has been a shared responsibility between different positions within the CCDRM division. This leads to poor management of data and information and limited number of published and posted knowledge and information products from the Division. As such, the OB through financial support from the UNICEF, is seeking to recruit a position of a dedicated Information management and communication officer who will be responsible for providing technical and strategic support to CCDRM division for establishing, maintaining and improving information management system and communication strategies on CCDRM matters.

The roles include, but not limited to:

- Coordinate national and sectors' climate and disaster-related data and information management systems, procedures for data synchronization and accessibility of the information to whole of nation and/or holistic approach to address climate and disaster risks.
- Regularly collect, compile and update all Climate Change adaptation, mitigation, disaster risk management, disaster risk reduction projects in the OB CCDRM portal within OB website
- Develop and lead awareness-raising and media related activities on Climate Change and Disaster Risk Management
- Maintain and update Kiribati Integrated Vulnerability Assessment Database (KIVADB), ensuring that it provides technical data to inform Government decision making processes
- Lead climate and disaster related assessments coordinated by OB CCDRM such as Integrated vulnerability and adaptation assessment (IVA), drought rapid assessment, rapid disaster needs assessment, post-disaster needs assessment, etc..

- Supervise the entry of data from all assessments led by OB and analyse data for publishing reports
- Design, manage, and improve data management systems on climate change and disaster including database and spreadsheets, along with related process for data collection, cleaning, and verification
- Standardize and centralize climate change and disaster assessment tools, templates, forms, protocols, methodologies, and terminologies to streamline reporting and response arrangements between OB and KNEG members
- Design/improve and implement a structured dissemination plan for all information products and services on CC and DRM (e.g. web portal, mailing list, etc.) including the definition of standard operating procedures for clearing information products and sources for release.
- Conduct training and capacity building to relevant national key stakeholders, KNEG technical working groups and Island Disaster Committee members on CCDRM data collection tools and methodologies
- Regularly produce and archive reports on loss and damage from disaster/emergency events
- Promote the use of innovative technology and digital tools for more effective data collection, analysis, and dissemination in the field of climate change and disaster risk management.
- Additional tasks that may be identified by the supervisor.

The IMCO will be based at OB CCDRM and will be working closely with the CCDRM team and National Statistics Office (NSO) official dealing with household IVA data. He/She will be reporting to Senior Climate Change Officer for climate related assessments and National Disaster Risk Management Officer for disaster related assessments.

Qualifications

i. Education

- A bachelor's degree in IT, management, GIS, communications and related field

ii. Work Experiences and skills

- A minimum of 1 year in the IT manager role or project management at a mid to senior level.
- General understanding of climate and disaster issues of Kiribati
- Solid knowledge of the system architecture used in the Government's ministries
- Proficiency in cloud-based platforms
- Experience in the use of data analysis tools such as Excel to identify trends and patterns in organization's data and support informed decision-making
- Effective communication skills to establish clear and productive interactions with various stakeholders or KNEG members, especially those involved in collecting and maintaining climate and disaster-related data and information

- Strong problem-solving skills to identify and diagnose problems in information systems and develop solutions to address them.
- Expertise in analysing data, developing reports, project documentation, and other written materials that convey information clearly and effectively to a wider audience from Government to local communities, including persons with disabilities.
- Demonstrated commitment to work and experience in working in a multisectoral team environment, with excellent interpersonal 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.