

PROJECT BACKGROUND

The Cook Islands is a signatory to the *Convention on Biological Diversity*, signed in 1992, ratified in 1993 and entered into force in the same year. The Convention on Biological Diversity is a legal instrument used in the Cook Islands to guide the development of strategies that balance the appetite for economic development and the protection of its ecological biodiversity.

The *Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS) to the Convention on Biological Diversity* is a supplementary agreement to the Convention on Biological Diversity. The Nagoya Protocol on ABS was adopted on 29 October 2010 in Nagoya, Japan and entered into force on 12 October 2014. Its objective is the fair and equitable sharing of benefits arising from the utilization of genetic resources, thereby contributing to the conservation and sustainable use of biodiversity.

The Global Environment Facility (GEF) has recently approved a project for the Cook Islands, supported by the United Nations Development Programme (UNDP) called the ***Strengthening the Implementation of the Nagoya Protocol on Access to Genetic Resources and Benefit Sharing in the Cook Islands***. The primary objective of the project is to develop and implement a national Access and Benefit Sharing (ABS) legal framework, build national capacities and support an ABS Agreement based on Traditional Knowledge and a Public-Private Partnership.

The project will focus on three components:

- 1) Strengthened national regulatory and institutional framework for ABS;
- 2) Capacity building and awareness raising for the implementation of the National ABS Framework; and
- 3) Bio-discovery and benefit-sharing agreement based on Traditional Knowledge on Bone and Cartilage Regeneration.

The project takes advantage of the traditional medical knowledge to use a common Cook Islands biological resource (*Hibiscus tiliaceus*) to accelerate bone healing and cartilage repair. The project will aim to commercialize its genetic properties and benefit the Cook Islands, local communities and contribute to the implementation of customary biodiversity and sustainable use practices, known as ra'ui. The project contributes to the fulfillment of the commitments undertaken in the framework of the Convention on Biological Diversity, and will achieve ratification and implementation of the Nagoya Protocol.

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 3 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:	Senior Environment Officer – ABS Project Coordinator
Division:	Puna Orama – Island Futures Division
Responsible To:	Director – National Environment Service Deputy Director – National Environment Service Manager – Island Futures Division Project Manager
Responsible For:	Providing assistance and support to the Director, Deputy Director, IFD Manager, Project Manager, UNDP Programme Officer and National Environment Service Staff, for the effective delivery of the Cook Islands ABS Project and required outputs for NES, particularly those related to the Project, access and benefit sharing and the Nagoya Protocol

DUTIES AND RESPONSIBILITIES:

The position of Senior Environment Officer - ABS Project Coordinator within the Island Futures Division is responsible for carrying out the co-ordination and administrative management of the activities, contracts and reports associated with the project and specifically encompasses the following duties and responsibilities:

Duties	Key Responsibilities
(1) Ensure the project objective, outcomes, outputs and activities are implemented in accordance to standards expected by the Project Manager and the Project Board/Steering Committee and within a timely and appropriate manner.	<ul style="list-style-type: none"> - Ensure that project Objective, Outcomes, Outputs and Activities are implemented in a timely and appropriate manner, and manage schedules and project implementation in accordance of the annual work plan. - Develop Terms of Reference for Consultants for technical services, consultants, experts, and specifications of materials as required by the project, in consultation with the National Project Manager/UNDP. - Facilitate, guide and monitor the work of consultants, and approve their deliverables in association with the Project Steering Committee or other applicable instance. - 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. - Work on the preparation of base documents for technical meetings. - Carry out consultations with relevant authorities and organize technical meetings and consultations and technical meetings. - Collect and consolidate information arising from the technical meetings. - Provide technical assistance for ABS legal framework and awareness raising - Establish and maintain linkages with national and international organizations and person which can be of assistance to the objectives of the Project. - Co-ordinate with other ministries whose initiatives and programs are consistent with the outcomes and spirit of the ABS project. - Perform other related administrative and financial requirements of the project, including those related to the management of the project and its funding:
(2) Undertake the general administrative	<ul style="list-style-type: none"> - Provide advice to the Project Manager in the administration and financial, contractual and documental management of the project and the. status of responsible party/ project contracts

<p>requirements of the project, including those related to the coordination of the project and its funding, and the management of project activities:</p>	<ul style="list-style-type: none"> - Develop detailed workplans and budgets (including activity descriptions and chronogram) and submit these to the Project Manager for approval; - Keep updated information on contracts, purchases and financial accounts. - Provide support in preparing the reports and plans defined in the Monitoring and Evaluation strategy, in accordance with the GEF and UNDP guidelines. - Ensure the responsible and efficient use of the project's resources. - Establish document control procedures for the project, including compiling, copying and distributing all project reports. - Provide assistance to associated organizations participating in pilot programs, undertake and generally monitor the financial and administrative aspects of pilot programs to ensure compliance with the budget and alignment with UNDP procedures and policies. - Provide timely progress reports of project status as required by the Project Steering Committee and UNDP. - Maintain records of Project Board and Project Steering Committee meetings, decision, actions, etc - Create and maintain a database of contacts, providers, personnel and documents - Coordinate with other initiatives and programs whose outcomes and outputs are relevant to this project's objectives
	<ul style="list-style-type: none"> - Be responsible for day-to-day administrative and financial support for project activities and procurements of goods and services for the project including effective accounting of the project funds and financial reporting in line with government and UNDP requirements and procedures. <p style="text-align: center;">Specifically, <i>inter alia</i>:</p> <ul style="list-style-type: none"> ▪ Preparation of the project budgetary revisions/annual work plans ▪ Preparation of quarterly advance requests in conjunction with quarterly progress reports and reporting ▪ Provide timely reporting of project status as required by NES, the Project Steering Committee, Project Board and UNDP. ▪ Provide financial and support to the project team that includes consultants; ▪ Preparation of payment requests ▪ Equipment inventory, preparation of reports on equipment condition. ▪ Maintaining the records pertaining to the issuance of project equipment to PIU experts; monitoring of such equipment. ▪ Preparation of Procurement plan in accordance with Government and UNDP requirements and Annual Work Plan of the project. ▪ Preparation of the documentation on procurement of goods/works/services in Government/ UNDP format and control the observance of contractual terms and conditions.
<p>(3). Fulfil the duties of a Senior Environment Officer</p>	<ul style="list-style-type: none"> - Support the implementation of NES Annual Business Plan, the 5 year NESAF and where relevant, compliance with the Environment Act 2003. - Contribute to the effective implementation of NES Quality Management Systems including through project reporting and planning

WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):

1	Ability to deliver technical issues and support to the project and the International Consultant, as well as delivering the administrative, financial and reporting duties to ensure project progress.
2	Coordinating multiple stakeholders and consultants to ensure timely input into project deliverables
3	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.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
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

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"> ▪ Two years' work experience within government or private sector, particularly with an environment or management focus ▪ An ability to communicate effectively in written and spoken English ▪ Project delivery or budget management experience ▪ Knowledge and understanding of the environment issues faced in the Cook Islands 	<ul style="list-style-type: none"> ▪ Four years' work experience within government or private sector, particularly within the area of environment, biodiversity and/or management ▪ An ability to communicate effectively in both written and spoken English and Cook Islands Maori ▪ Project delivery and budget management experience in the Cook Islands ▪ Prior experience in UNDP procedures and practices ▪ Knowledge and understanding of the Convention on Biological Diversity and the Nagoya Protocol

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

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