

Ministry of Communications

and Information Technology

*\*Please address all correspondences to the Chief Executive Officer*

**Position Description**

***Position Title:*** Principal Environment and Safeguard Officer

***Location:***Tatte Building, Floor 6 - Sogi

***Position Code:*** CTP25004

***Division/Section:*** ICT Sector Coordinator - Division

***Salary grade:*** A16 – SAT55,431.00

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| **Ministry Overview** |

The Ministry of Communications and Information Technology facilitates, leads, and implements the Government of Samoa's vision for Communications development. The Ministry’s Vision is *“****To serve Samoa through Digital Transformation and Communication & Information Services”*** whereas our Mission is***“To provide sound policy advice to ensure affordable, reliable, resilient and secure digital communication services for All.”***

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| **Purpose of Position** |

The Principal Environment and Safeguard Officers role are to initiate, facilitate and manage the implementation of environmental and social safeguards requirements of the Digitally Connected and Resilient Samoa Project as well as to support E&S aspects of the ICT Sector Plan activities and Donor Funded Projects implemented within the ICT Sector

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| **Key Responsibilities** |

1. Provide hands-on support to sector agencies for implementing safeguards in accordance with the Public Finance Management Act 2001, Treasury Instructions, PUMA Act 2004, Financing Agreements, Project Appraisal Documents for Samoa Digitally Connected Project, Project Operational Manuals, and Donor Partner Environmental and Standards and Safeguard Framework
2. Create and implement procedures and workflows for managing environmental and social issues in donor-funded projects, ensuring alignment with relevant legal and World Bank safeguard standards and requirements, and oversee their effective execution at all levels.
3. Develop social and environmental safeguard instruments for Digitally Connected and Resilient Project under the coordination of the ICTSCD.
4. Identify and report on issues related to environmental and social safeguard implementation, providing actionable recommendations for resolution.
5. Support implementing agencies in executing corrective actions and recommendations to ensure safeguards standards compliance for World Bank funded projects.
6. Perform field visits and audits at project sites or operational areas to assess adherence to environmental and social safeguard standards frameworks.
7. Assist in planning and coordinating consultations with stakeholders for the Digitally connected and Resilient Project
8. Evaluate the preliminary screening of all activities to determine the need for environmental and social assessments, in line with Government of Samoa laws as well as the World Bank safeguard standards
9. Collaborate with relevant implementing and line agencies to prepare safeguard reports and assessments necessary for obtaining development consents for infrastructure activities under the Digitally Connected and Resilient Project.
10. Work with implementing and line agencies in the land acquisition process, including stakeholder consultations, compensation negotiations, and inventorying lost assets.
11. Maintain and update the grievance and complaints logging system (GCLS) for Digitally Connected and Resilient Project to preparing reports to support decision-making.
12. Keep accurate records of all safeguards-related activities for sector projects.
13. Assist in preparing quarterly and semiannual progress reports for all activities of the project related to safeguards.
14. Contribute to the ICTSCD’s annual workplan and budget, including quarterly updates on implementation, covering both general and World Bank-financed activities.

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| **CORE COMPETENCIES AND SELECTION CRITERIA** | | |
| **Merits** | **Competencies/ Selection Criteria** | |
|  | **Strategic Thinking** | * Understands organizational direction and sets work tasks that align with the strategic objectives. * Understands the relationship between self and organizational goals. * Recognize the impact of operational work on the organization’s direction. * Considers wide issues when assessing the impacts of issues. * Undertakes objective, critical analysis and draws conclusions or weighs up options based on evidence. * Determined and passionate about meeting operational goals and possesses a positive attitude toward change. |
| **Building Relationship** | * Commits to client service, and builds and sustains relationships within the organization and across the public service. * Facilitates cooperation and fosters teamwork through reciprocal sharing of information with key stakeholders. * Capitalizes on diversity and supports interactions from different perspectives to enhance interactions at the divisional level. * Encourages and motivates people to engage in continuous learning and in activities to sustain morale.   Possesses a strong grasp of the key issues and presents a convincing and balanced rationale.   * Promotes the purpose of the organization through networking and reciprocal sharing of authorized information with colleagues and the public. |
| **Achieve and Delivers results** | * Explores ways to improve effectiveness by harnessing technology and implementing continuous improvement activities. * Responds flexibly to changing circumstances and deploys resources wisely and identifies optimum resourcing combinations. * Adopts a planned approach to the management of programs and defines high-level objectives and supports translation into implementation strategies. * Supports a culture of achievement and ensures planned projects/targets are monitored to achieve expected outputs. * Strives for quality and ensures compliance with regulatory requirements. |
| **Communication and Presentation skills** | * Communicates clearly in written and verbal * Correspond, convey and report in sequential order information and work-related matters to minimize misinterpretation * Possess a strong understanding of key issues, and use effective delivery tact’s for a convincing and balanced rationale * Correspond, convey and report in sequential order information and work-related matters to minimize misinterpretation |
|  | **Leadership** | * Shows ability to lead and manage planned targets with a commitment to achieving same. * Shows confidence and willingness to lead targets.   Shows sound analytical and innovative skills and commitment to carrying out duties. |
| **Personal Attributes** | **Commitment and Personnel Drive** | * Work effortlessly in any circumstances * Committed to the work, team, and organization by cooperating in team activities and valuing the input of staff at every level * Work together to achieve a common purpose * Pursues work with energy and drive. * Persevere to achieve goals in the face of resistance and setback. * Consistently meets goals and pushes for results. |
| **Integrity and Honesty** | * Acts with integrity at all times * Demonstrate precision in assigned work operations and decision making * Role models professionalism, impartiality, and objectivity in approach to sensitive matters * Presents authorized information where needed * Widely trusted and seen as a direct and truthful individual. * Presents truthful information in an appropriate and helpful manner. * Work in a professional manner despite personal preferences. * Guided by the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency, and effectiveness. |
| **Intellect and Judgment** | * Applies intellect and knowledge to weigh up complex information and identify critical factors and issues. . * Explores options in full and makes sound decisions under pressure. * Handles concepts and complexity comfortably and can communicate and summarize them effectively to others. |
| **Experience & Performance** | **Experience Knowledge and Past Work Performance** | * A minimum of 5 years of demonstrated experience in environmental and social management and monitoring and operational experience in the Government of Samoa’s safeguards requirements, experience in implementation of safeguard requirements/policies of development partners (eg: World Bank) is desirable * Demonstrates ability in overseeing project safeguards activities * Demonstrates ability to work in a challenging environment and in a team * Demonstrates ability to meet set deadlines and deliver results * Demonstrates ability to conduct or carry out consultations in the Samoan context * Must be familiar with Microsoft office suite – MS Excel, MS Word, MS Access, MS PowerPoint etc * Must be effective in reporting and communication skills – oral & written |
| **Qualification** | **Formal Qualification** | * A Bachelor Degree in Environment, Geography, Environmental Science, Environmental Engineering or a relevant field from a recognized institution |