



Position Description

1. Organization	Kiribati Local Government Association (KiLGA) in collaboration with ChildFund Kiribati		
2. Position Title:	Project Liaison Coordinator (for Positive Places to Live project)	Salary level/ amount p.a.	L3: \$18,500
3. Term:	The position is a fixed term contract until January 2019. After this point, a second two-year project may be undertaken, pending success of Phase One and the agreement of the New Zealand Aid Programme and ChildFund New Zealand, who are the funders of the project that this position supports.		
4. Division	Project Management	Reports to:	Executive Officer
5. Immediate Supervisor(s):	Executive Officer		
6. Primary objectives of the positions	<ol style="list-style-type: none"> 1. In conjunction with the KiLGA Executive Officer, to act as the KiLGA representative promoting the interests of families/household plans during the Strategic Planning process by the Ministry of Internal Affairs (MIA) as financially supported by UNDP; 2. To participate in all ChildFund Key focal contacts/stakeholder planning meetings with Helping Communities team for the purpose of sharing key messaging and approaches with KiLGA members. 3. To participate in at least one of the trainings (as agreed with ChildFund) on each of the key themes: <ol style="list-style-type: none"> a. HOUSEHOLD STRENGTHENING: INTRODUCTION b. HOUSEHOLD STRENGTHENING: WASH/WASTE MANAGEMENT/NUTRITION c. HOUSEHOLD STRENGTHENING: DRR d. HOUSEHOLD STRENGTHENING: BUDGETING / HOUSEHOLD MANAGEMENT e. HOUSEHOLD STRENGTHENING: POSITIVE PARENTING 4. To assist the Executive Officer of KiLGA in all operational and developmental matters and activities of the Association as it relates to strengthening local government in creating Positive Places to Live ; 		
7. Financial Resources	Not applicable		
8. Legal instruments	1. Local Government Act;		



	<ol style="list-style-type: none"> 2. BTC Bye-laws; 3. KiLGA's Constitution and Policies 														
9. Internal stakeholders	<ol style="list-style-type: none"> 1. BTC 2. All other Councils 3. ChildFund Kiribati 														
10. External stakeholder	<ol style="list-style-type: none"> 1. MWYSA; MIA; MOE; MHMS; 2. UN systems operating in Kiribati, including UNICEF, UNWOMEN and UNDP; 														
11. Key accountabilities	<ol style="list-style-type: none"> 1. Develop Overall Implementation Plan covering period of engagement; 2. Reports of progress every month against the Implementation Plan and submit to KiLGA's EO and ChildFund Country Director; 														
12. <u>Key Result Areas/</u> <u>Major Responsibilities</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"><u>Major Activities/ duties</u></th> <th style="width: 70%;"><u>Performance Measures/ Outcomes</u></th> </tr> </thead> <tbody> <tr> <td>a. Attend Household planning sessions</td> <td>To attend at least 5 household planning sessions with the Helping Communities team to understand the process.</td> </tr> <tr> <td>b. Understand Positive Parenting</td> <td>To participate in the Positive Parenting roll-out workshop.</td> </tr> <tr> <td>c. Support stakeholders support plans</td> <td>To motivate and support the stakeholders (especially the Council) to deliver on their support plans for households.</td> </tr> <tr> <td>d. Support Community Health Volunteers</td> <td>To participate in the meeting with Community Health volunteers.</td> </tr> <tr> <td>e. Report to Councils lessons learned and useful tools</td> <td>To report back on all of the above in every KiLGA newsletter (quarterly), explaining: <ol style="list-style-type: none"> 1. The approach and methodology 2. How this might be available to Councils 3. Any other tools and information learned through the process that Councils might find useful (e.g. asset-mapping; leaky bucket) </td> </tr> <tr> <td>f. Report to BTC and stakeholders on the</td> <td>To lead a Report Back session to the Betio Town Council and stakeholders to explain the information that comes</td> </tr> </tbody> </table>	<u>Major Activities/ duties</u>	<u>Performance Measures/ Outcomes</u>	a. Attend Household planning sessions	To attend at least 5 household planning sessions with the Helping Communities team to understand the process.	b. Understand Positive Parenting	To participate in the Positive Parenting roll-out workshop.	c. Support stakeholders support plans	To motivate and support the stakeholders (especially the Council) to deliver on their support plans for households.	d. Support Community Health Volunteers	To participate in the meeting with Community Health volunteers.	e. Report to Councils lessons learned and useful tools	To report back on all of the above in every KiLGA newsletter (quarterly), explaining: <ol style="list-style-type: none"> 1. The approach and methodology 2. How this might be available to Councils 3. Any other tools and information learned through the process that Councils might find useful (e.g. asset-mapping; leaky bucket) 	f. Report to BTC and stakeholders on the	To lead a Report Back session to the Betio Town Council and stakeholders to explain the information that comes
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Household Plans and determine their support to them	out of the Household Plans and determine what each of these stakeholders will do to support the Household Plans.	support to them;
g. IEC materials	To communicate and promote the system, including the use of manuals, to Councils. This will be through a workshop at the Mayoral meeting, and through regular reports which should be circulated in a format that is easy to understand and enticing for Councils to engage with.	No. of IEC materials completed and circulated for use by Councils, including manuals, etc. Outcome of MGM4 on awareness and application of the IEC materials
h. Application of best practices	To help Councils understand how the methodology could be adapted to their community context.	No. of Councils adopting methodology for their community;
13. Key Challenges	<ol style="list-style-type: none"> 1. Ability to working to deadlines, unsupervised; 2. Understanding legal aspects of the positions; 3. Switching from ChildFund work to that of KiLGA's 	
14. Selection criteria	<ol style="list-style-type: none"> a. University degree in Social Development, Management, Geography, Land Management, Economics, others as relevant; b. At least 5 years experience in middle- level management in the public service or International NGOs; 	
15. Job Training	Not Applicable	
16. Personal attributes	Knowledge – keenness to learn; ability to work with many stakeholders at the same time;	
	Skills - computer literate, with competence in Windows Office; able to use the Internet services for visibility; Good at compiling reports and producing attractive publications;	
	Attitudes – should be of sober habits; non-user of <i>kouben</i> , <i>kava</i> and alcohol;	

Background:

This position supports ChildFund Kiribati's Positive Places to Live project, which is conducted in two phases: the first in a designated project area of 392 households in Betio; the second to be determined in late 2018 (pending approval as noted above). KiLGA is a key partner to this Project.

The Project is based on **Knowledge, Attitude, Practice (KAP) and Nutrition/Water research** conducted in Betio. The findings from this research will be utilised by technical experts and a local advisory group to design household level interventions, for the purpose of:

- **Improving public health (physical health)** at individual and household level, with an emphasis on behaviour change and access to assets to address nutrition, hygiene, and water and sanitation.



- **Supporting family strengthening and the development of positive, prepared and progressive households and communities (social health)** by working with UNICEF to facilitate a Positive Parenting programme. The Activity will also develop household and community plans addressing family violence, financial management, disaster preparedness and other issues identified through the KAP research. These plans will be developed for each individual household, with family members coached by trained Positive Places mentors working with ChildFund.
- **Developing youth-focussed learning opportunities to support income generation and productivity (economic health).** This intervention includes the development of a Youth Learning Programme, the construction of a Youth Learning Centre, and the design and delivery of three specific programmes aimed at i) dis-engaged youth; ii) out of work youth, and iii) youth wishing to embark on small business operations.
- Building capacity and knowledge, providing resources and **supporting ownership at Council and Government** level so that lessons from both phases can be adapted for use in other communities in Kiribati. This is the Output this job description supports.

The Activity takes a holistic and personal approach to the development problems widely noted in Kiribati's National and Council-level strategic plans.

Contact Address for KiLGA

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