



GOVERNMENT OF KIRIBATI
MINISTRY OF FISHERIES AND OCEAN RESOURCES

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File ref:

Date: 13/03/2026

Job Title: Project Assistant – BBNJ (Biodiversity Beyond National Jurisdiction) Domestication Support
Location: Bairiki, Ministry of Fisheries and Ocean Resources (with possibility of remote work)
Duration: 12 months
Reporting to: Director, Geoscience Division, Ministry of Fisheries and Ocean Resources
Application Deadline: 10th April 2026

Background

The Ministry of Fisheries and Ocean Resources (MFOR) of Kiribati is leading a strategic initiative to domesticate the **United Nations Agreement on the Conservation and Sustainable Use of Marine Biodiversity of Areas Beyond National Jurisdiction (BBNJ Agreement)**. Kiribati signed the Agreement on 12 March 2025 and ratified it on 9 December 2025. The Agreement entered into force globally on 17 January 2026, making prompt national domestication and implementation an urgent priority.

This initiative is funded by the **Global Environment Facility (GEF-8)** and implemented through the **Food and Agriculture Organization of the United Nations (FAO)**. It aims to establish robust legal, policy, and institutional frameworks to ensure Kiribati's full compliance with the BBNJ Agreement and to safeguard its interests in marine biodiversity conservation beyond national jurisdiction.

We are seeking a highly organized and skilled Project Assistant to provide essential administrative, logistical, and coordination support to the Geoscience Division in the execution of this critical project.

Objective of the Assignment

To provide dedicated operational, administrative, and coordination support to the Geoscience Division to ensure the effective implementation of the BBNJ domestication project, including:

1. Facilitating coordination and communication within and between the Kiribati Ocean Coordinating Committee (KOCC) and the BBNJ Subcommittee.

2. Supporting legal, technical, and procedural aspects of treaty domestication.
3. Ensuring compliance with FAO/GEF reporting, financial, and administrative requirements.
4. Assisting in stakeholder engagement, capacity building, and public awareness activities.

Scope of Work

The Project Assistant will be responsible for the following tasks over the 12-month contract period:

A. Governance & Secretariat Support (Ongoing)

- Schedule, organize, and document **four (4) quarterly meetings** of the KOCC and **monthly meetings/workshops** of the BBNJ Subcommittee.
- Prepare and finalize meeting minutes within **five (5) working days** for Chair approval.
- Track action items, decisions, and resolutions to ensure follow-up and implementation.

B. Domestication Process Support (Months 2–10)

- Assist in mapping existing national policy and legislation (e.g., Fisheries Act, Environment Act, IP Act, Traditional knowledge policy) against BBNJ obligations.
- Support coordination between the Geoscience Division and the Office of the Attorney General on legal drafting and review.
- Facilitate coordination between the Geoscience Division and BBNJ Subcommittee members on technical reporting, capacity building, and technology transfer plans.
- Ensure integration of key BBNJ pillars, including cross-cutting issues such as Traditional Knowledge, Intellectual Property Rights, and capacity development.
- Organize **two (2) working retreats** and **five (5) National Validation Workshops** for stakeholder review of domestication frameworks and technical reports.

C. Project Administration, Finance & Reporting (Ongoing)

- Maintain comprehensive digital and physical project records, including technical outputs and financial documentation.
- Draft **six (6) Monthly Progress Reports (MPRs)** for submission to the Geoscience Division Director and FAO Project Management Unit
- Serve as the primary focal point for BBNJ technical and policy consultant, visiting consultants, experts, and technical missions, providing logistical and administrative support
- Maintain accurate financial records and prepare a detailed final report consisting of acquittal reports and narratives for the Director of the Geoscience Division and FAO.

- Facilitate timely tranche payments and support warranting processes with the Geoscience Division, Policy and Planning Division, and the Ministry of Finance and Economic Development.

D. Stakeholder Engagement & Public Outreach (Months 6–12)

- Develop at least **three (3) public awareness materials** (e.g., radio scripts, fact sheets in Te Kiribati) to communicate the importance of the BBNJ Agreement, national BBNJ policy and legal amendments or the new BBNJ Act to the national and local communities.

Key Deliverables & Payment Schedule

Payment will be disbursed **monthly** upon submission and approval of a detailed timesheet and a monthly activity report. The following milestone-based deliverables are required:

Deliverable	Description	Target Month	Payment Link
Inception Report & Work Plan	Detailed 12-month work plan aligned with project objectives	Month 1	20%
Q1 Progress Report	Includes KOCC and BBNJ Subcommittee meeting minutes and activity summary	Month 3	20%
Legislative & Technical Gap Analysis Support File	Compiled documentation to inform legal drafting and technical planning	Month 6	20%
Q2 & Q3 Consolidated Progress Report	Summary of mid-year achievements, challenges, and updated timelines	Month 9	20%
Final Annual Project Report	Comprehensive report with archived outputs, financial summary, and recommendations	Month 12	20%

Institutional Arrangements

- **Supervision:** The Project Assistant will report directly to the Director of the Geoscience Division or a designated officer.
- **Support:** MFOR will provide office space, internet access, and necessary equipment. Flexible or remote work arrangements may be approved where appropriate.
- **Ethics:** The Assistant must adhere to the Kiribati National Public Service Code of Conduct and all applicable FAO environmental and social safeguards.

Required Qualifications and Experience

- **Education:** Bachelor's degree in Marine Affairs, Environmental Science/Management, Law, Public Administration, International Relations, or a related field.
- **Experience:** Minimum of **5 years of** relevant experience in project coordination, administration, or support roles. Experience with **GEF-funded projects** or **UN agencies** is highly desirable.
- **Languages:** Full professional proficiency in **English** and **Kiribati** (written and spoken).
- **Knowledge:** Familiarity with the **BBNJ Agreement**, Kiribati's **National Ocean Policy**, and national ocean governance legal frameworks.
- **Skills:**
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
 - Excellent organizational, minute-taking, and documentation abilities.
 - Experience in multi-stakeholder coordination, workshop facilitation, and report writing.
 - Strong financial and administrative management skills.
 - Ability to work independently, meet deadlines, and adapt in a dynamic **Institutional Coordination and Governance Design**

Application Process

Interested candidates are invited to submit:

1. Qualification certificates
2. Covering Letter
3. An updated Curriculum Vitae (CV);
4. Three professional references.

Application must be submitted to HR Eberaim Tamoaieta at eberaimt@mfor.gov.ki or you can submit your hard copies to the Ministry of Fisheries and Ocean Resources before 10th April 2026

Note

The Ministry of Fisheries and Ocean Resources of Kiribati, in partnership with FAO, is an equal-opportunity employer and encourages applications from qualified women, minorities, and individuals with diverse backgrounds. This position is a critical and time-sensitive component of a strategic GEF-supported project, designed to ensure Kiribati meets its obligations and capitalizes on the opportunities of the now-in-force BBNJ Agreement, reinforcing its leadership in global ocean governance.