



TERMS OF REFERENCE

TWP3 Programme Officer

KEY INFORMATION

Job Title	Tobwan Waara Phase 3 Programme Officer (TWP3 Programme Officer)
Sector	Marine Resources/Fisheries
Position Type	Full-time (National Position)
Contract Period	From formal contract start date to 30 September 2028
Reports To	TWP3 Programme Manager
Managing Partner	New Zealand Ministry of Foreign Affairs and Trade
Implementing Partner	Kiribati Ministry of Fisheries and Ocean Resources
Managing Delivery Contractor	Cowater International New Zealand Ltd.

PURPOSE OF THE ROLE

Working under the supervision of the TWP3 Programme Manager, the TWP3 Programme Officer will help ensure that day to day programme activities are well coordinated, documented, followed up, and aligned with MFOR priorities, the Ministry Strategic Plan, Annual Ministry Operational Plans, and TWP3 reporting requirements.

The role will provide practical support across coordination, workplan tracking, stakeholder follow-up, reporting activities and outputs, logistics, procurement documentation, and knowledge management. It is also intended as a structured capacity development pathway for an I-Kiribati professional to build experience in programme management, government systems, donor-funded programme delivery, and fisheries sector coordination.

The role supports:

- ✓ Efficient day-to-day programme operations.
- ✓ Strengthening of local systems and processes through good documentation and coordination practices.
- ✓ Building practical national programme management capacity through structured mentoring, on the job learning, and progressively increased coordination responsibilities.

Consistent with national workforce development objectives, the role will:

- Participate in structured **on-the-job training and mentoring**
- Develop understanding of:
 - Government systems and procedures
 - Donor-funded programme requirements
- Gradually build capability to take on increased coordination responsibilities

This position is intended as a I pathway for I-Kiribati professionals to build experience in development programmes and public sector collaboration.



KEY RESPONSIBILITIES

Programme Coordination Support (MFOR-Focused)

- ≡ Support day-to-day coordination between the TWP3 Programme Manager, MFOR Divisions, New Zealand Ministry of Foreign Affairs and Trade, Cowater New Zealand, and other relevant stakeholders to TWP3.
- ≡ Track agreed actions, deadlines, responsible persons, and follow-up points from programme meetings, MFOR coordination discussions, TA missions, and partnership meetings.
- ≡ Follow-up respectfully and proactively with MFOR Divisions and government counterparts to support timely implementation of agreed activities.
- ≡ Support TWP3 Programme Manager in the preparation of:
 - Monthly updates
 - Quarterly progress reports
 - Activity summaries
- ≡ Assist in collecting programme data, including:
 - Attendance records
 - Activity outputs
 - Supporting evidence (photos, reports, meeting notes)
- ≡ Maintain and regularly update TWP3 developed tracking tools and spreadsheets.
- ≡ Support MFOR M&E Officer under guidance of TWP3 Programme Manager when needed.
- ≡ Support logistics and preparation of materials for Kiribati–New Zealand Fisheries Partnership Meetings.

TWP3 Stakeholder Engagement and Communication

- ≡ Support coordination and communication with MFOR staff, other Kiribati Government ministries (e.g., MELAD, MFED, MCIA), community stakeholders where relevant.
- ≡ Draft simple correspondence, emails, and briefing notes.

Administrative and Logistical Support

- ≡ Organise meetings, workshops, and consultations in line with programme and ministry requirements (including outer island activities where required).
- ≡ Arrange travel, venues, accommodation, and logistics for programme activities and TWP3 short-term technical advisors.
- ≡ Coordinate meetings between TWP3 short-term technical advisors and MFOR stakeholders.
- ≡ Prepare meeting materials and other relevant documentation (agendas, presentations, briefing packs, background materials).
- ≡ Prepare routine documentation (agendas, minutes, briefs, and correspondence).
- ≡ Record meeting minutes and support tracking of agreed actions.
- ≡ Maintain records and filing systems in line with good public administration practices (digital and physical).
- ≡ Track submission of STTA deliverables and report issues to the TWP3 Programme Manager.

Financial and Procurement Support

- ≡ Assist with preparation and organisation of procurement and payment documents.
- ≡ Track routine programme expenses and maintain supporting documentation.
- ≡ Support procurement processes in line with Cowater and Government of Kiribati procedures.
- ≡ Maintain proper filing and audit-ready documentation.



REPORTING AND SUPERVISION

- ≡ Reports directly to the TWP3 Programme Manager.
- ≡ Works closely with MFOR counterparts daily.
- ≡ Receives structured supervision, mentoring, and skills development support.
- ≡ Escalates issues, risks, or uncertainties in a timely manner.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

Bachelor's degree in a relevant field: Fisheries, marine science, or environmental studies, Development studies or public administration, Business administration or related discipline.

Experience

- ≡ 2-3 years of relevant/similar work experience
- ≡ Experience working with donors, government, NGOs, or community organisations is an advantage

SKILLS AND COMPETENCIES

- ≡ Strong organisational and administrative skills
- ≡ Good communication skills in English (written and spoken); I-Kiribati language skills
- ≡ Basic computer skills (MS Outlook, Word, Excel, PowerPoint)
- ≡ Ability to work collaboratively with government and community stakeholders
- ≡ Willingness to learn and take guidance

Desired personal attributes

- ≡ Demonstrates respect for Kiribati culture and community practices
- ≡ Proactive with good communication and collaboration skills
- ≡ Reliable, responsible, and accountable
- ≡ Positive attitude and willingness to learn
- ≡ Strong attention to detail
- ≡ Ability to work effectively in a team environment
- ≡ Demonstrates integrity and professionalism



BACKGROUND OF TOBWAN WAARA PROGRAMME – NURTURING THE CANOE

New Zealand Government has a long-term partnership with the Kiribati MFOR and has provided targeted fisheries development and management assistance since 2013. In 2016 the *Kiribati-New Zealand Ten-Year Strategy for Sustainable Fisheries Sector Development and Management (KNZ10)* was signed. This informed the design of the MFAT-funded fisheries development and management programme called the *Tobwan Waara Programme - Nurturing the Canoe*.

Two phases of the *Tobwan Waara Programme – Nurturing the Canoe* have been completed:

- ✓ Phase 1 (2017-2020) provided road-mapping and initial implementation support for a combination of fisheries management, fisheries development and sector capacity building.
- ✓ Phase 2 (2020-2024) expanded to include environmental protections and governance frameworks for all marine resources, with a strong focus on implementation of plans and roadmaps.

Tobwan Waara Programme-Phase 3 (TWP3)

The goal of TWP3 is to support a healthy marine resource base and sustainable marine resources development that provides economic stability and food security for current and future generations of I-Kiribati. This will continue to support activities in line with the broader TWP Phase 2 goal. TWP3 will align with MFOR's Strategic Plan 2024-2028 and Annual Ministry Operational Plans (MOPs).

It is also anticipated that TWP3 will significantly target gender equality/equity, human rights, and youth by including inclusivity targets, and significantly target trade development, good governance (including through community-based fisheries management), environment, biodiversity and climate change markers. TWP3 will also contribute to SDG 14: Life below water. Conserve and sustainably use the oceans, seas and marine resources for sustainable development.

TWP3 Desired Outcomes

Short-term outcomes

Pillar One: Enablers	Pillar Two: Resource Management	Pillar Three: Resource Development
- I-Kiribati human resource potential maximised to meet marine resource management and development needs. - Operational efficiency, effectiveness and decision-making within MFOR is strengthened.	- Marine resource governance frameworks to address sustainable maximisation of returns while supporting local dietary needs and ecosystems. - Improved stakeholder understanding and support for marine resource governance frameworks.	- Market access for marine products increased (domestic and export) - Kiribati aspirations to further domesticate and equitably distribute wealth from tuna fisheries advanced.

**Medium-term outcomes**

- ≈ Improved enforcement of and compliance with marine resource laws, regulations and rules.
- ≈ Outer islands integrated into fisheries value chain without compromising food security.
- ≈ Employment, incomes and revenues from viable marine resources equitably increased.

Long-term outcomes

- ≈ Marine resources sustainably managed.
- ≈ Food security and sustainable livelihoods of I-Kiribati enhanced.
- ≈ Kiribati Blue Economy delivers inclusive growth.

ABOUT Cowater International

Cowater International is a leading global development consulting company headquartered in Ottawa and with corporate hubs in Auckland, Berlin, Brussels, Helsinki, London, Madrid, Manila, Nairobi, Singapore and Stockholm. We work with governments, private sector actors and communities implementing projects that support socio-economic development, institutional strengthening, environmental improvements and advance equal opportunities for all. We are a diverse and experienced team committed to building a better tomorrow for the people we serve.