

**DEPARTMENT OF
ENVIRONMENTAL PROTECTION
AND CONSERVATION**

Private Mail Bag 9063
Port Vila
REPUBLIC OF VANUATU



**BUREAU DE LA PROTECTION DE
L'ENVIRONNEMENT ET DE LA
CONSERVATION**

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Port Vila
REPUBLIQUE DE VANUATU

DIPATMEN BLONG ENVAEROMEN PROTEKSEN MO KONSEVESEN

Tel: (678) 25302 / 33430

Data Support Officer

JOB DESCRIPTION

Job Title: Data Support Officer.

Salary scale: PS 4.4

Contract: January 2022 – 30th June 2023

Purpose

The Data Support Officer will assist in the data plan and data collection component of the project *“Strengthening the national institutional capacity for chemicals and waste management in Vanuatu”*.

The project is to support country-driven institutional strengthening at the national level, in the context of an integrated approach to address the financing of the sound management of chemicals and wastes, taking into account the national development strategies, plans and priorities of each country, to increase sustainable public institutional capacity for the sound management of chemicals and wastes throughout their life cycle. Institutional strengthening under the Special Programme will facilitate and enable the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management (SAICM).

Responsibilities

The Data Support Officer will work with relevant stakeholders and

- develop a plan to collect relevant data in line with the international chemical conventions reporting requirements.
- identify other relevant chemical and waste data for inclusion into the Chemicals and Waste database.
- Collect relevant data
- Work with database consultant to design database
- Develop relevant brochures, banners for awareness on hazardous chemicals and/or wastes

Selection Criteria:

Diploma in Information Technology or related field or relevant work experience in an environmental organization or an organization working with environmental issues.

Demonstrated skills in entering data onto various databases, including excel with consistency and accuracy, preparing data and reports, keep database up to date; help with database design

Demonstrated experience working with stakeholders

Demonstrate organizational skills to work on time with limited supervision

Demonstrate knowledge of current issues relating to chemicals and waste.

How to apply:

Send your applications to:

Roselyn Bue

DEPC

Port Vila

Email: rbue@vanuatu.gov.vu
