

TERMS OF REFERENCE FOR VPMU ENVIRONMENTAL & SOCIAL SAFEGUARDS

MONITORING AND COMPLIANCE ASSISTANT

- A. Station:** Based in Port Vila, with regular traveling to project sites.
- B. Duration:** 12 months with possibility of extension.
- C. Background:** VPMU is in charge of large national infrastructure projects. From its birth of managing one large project (MCA) to managing multiple similar large projects, the human resource capacity for safeguards compliance has remained constant at one personnel. As such, it has been the unfortunate experience of VPMU to deal with several penalties issued by the environment protecting arms of the Vanuatu Government from breaches made by project contractors.
- This position is created to complement the VPMU safeguards environment & social mitigation officer to increase the capacity of VPMU to monitor the environmental compliance of contractors of multiple projects that are occurring at the same time.
- D. Objectives of the Position:**
- Routinely monitor and report on the environmental compliance of all VPMU projects.
- E. Input Activities / Functions:**
- (i) Function as an environment monitoring and compliance officer for VPMU.
 - (ii) Assist the VPMU Environment & Social Mitigation Officer to ensure all various projects' social requirements are complied with as per Vanuatu legislations.
 - a. Assist the VPMU ESMO to ensure all necessary environment related permits are obtained prior to the Project's Contract Award stage.
 - b. Assist the VPMU ESMO to ensure all conditions in issued environmental related permits are captured in the Contractor's contract prior to award.
 - c. Conduct monthly monitoring on project sites during construction phase to ensure environmental compliance is maintained.
 - d. Receive and review monitoring reports from each project's Safeguards (Environment) personnel (from the respective project Engineer's team) to ensure environmental compliance is maintained.
 - e. Produce monthly compliance reports to VPMU ESMO.
 - (iii) Monitor adherence to each Projects' Environmental Management Plans (EMPs) and submit monthly compliance reports.
 - (iv) Provide input to regular Safeguards progress reports.
 - (v) Any other related duties as assigned by superiors.
- F. Outputs**
- (i) Weekly reports on activities as listed above.
 - (ii) Monthly reports on environmental compliance for all VPMU projects.
- G. Qualifications and Experience**
- (i) Tertiary qualification in Environmental Management, Environmental Science, or related discipline.
 - (ii) 3 years' experience in similar position.
 - (iii) Ability to travel regularly.
 - (iv) Capability to perform efficiently and effectively in a demanding and often constrained working environment, meeting tight deadlines.
 - (v) Strong written and spoken communication skills in English or French and Bislama.
 - (vi) Well motivated with strong negotiation skills.