

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: Ministry of Environment, Lands and Agricultural Development | | |
| 2. Position Title: Land Surveyor Grade 1 | 3. Salary Level: L13-12 | 4. Division: Land Management Division/MELAD |
| 5. Reports To: Senior Lands Surveyor | 6. Direct Reports: Chief Land Surveyor | |
| 7. Primary Objective of the Position: To ensure that all Government and privately requested surveys are carried out and completed as scheduled and are done in accordance with Survey Directions | | |

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| 8. Position Overview | |
| 9. Financial: | 10 Legal: Native Land Ordinance, Land Planning Ordinance, State Land Act and other legislations that relatedly link with land matters. Non-compliances with legislations will invalidate and revoke some activities that are directly linked with them. |
| 10. Internal Stakeholders: Director, Chief land surveyor, MELAD headquarters To be referred to Manager/Secretary: | 12. External Stakeholders: MIA; Island Council, Communities and Ministries and Govt bodies To be referred to Manager/Secretary: - |
| 13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) KPA: KPA 4 Environment MOP: Divisional plan: To ensure that settlements are maintained at the right boundaries and lease/sublease are well reviewed to prevent illegal squatters | |

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
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| <p>To provide surveying skills efficiently to meet Government and Public demands. To ensure support for accurate and updated technical data for the efficient management of Government and Public Lands.</p> | <ul style="list-style-type: none"> a. b. Carry out a Government land/Council lease survey c. Carry out cadastral survey d. Responsible to provide survey evidence (under the direction of immediate supervisors) to court in land boundary determination cases e. Carry out survey for new housing layout and other Government resettlement schemes f. Carry out a land subdivision survey g. Assist where instructed with senior surveyors. h. Complete Levelling for creating benchmarks i. Complete complex detail and topographical surveys | <p>Performance Indicator/Measure</p> <p>Outcome:</p> <ul style="list-style-type: none"> - Increased satisfaction of the public by government services |
| <p>Assist the Assistant Land Surveyor</p> | <ul style="list-style-type: none"> a. Provide training on surveying techniques - both office and field b. Provide assistance / support for court dealings c. Provide training on equipment care and maintenance d. | |
| <p>Maintenance / Care</p> | <ul style="list-style-type: none"> a. Maintain and calibrate survey equipment regularly | |

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| 10. Key Challenges | 11. Selection Criteria |
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| | <p>11.1 PQR (Position Qualification Requirement):</p> <p><u>Education:</u></p> <ul style="list-style-type: none"> • Minimum Qualification – Certificate/Diploma in Land Surveying (Geomatics) <p><u>Experience:</u></p> <p>Form 7 Certificate with a good pass in Mathematics (Calculus) and Physics oR at least 1 year work experience preferably at the land surveyor unit.</p> <p><u>Job Training:</u></p> <p>Be able to work well with a group of people</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. <u>Knowledge</u></p> <ul style="list-style-type: none"> ○ Management & leadership - ○ Change Management - ○ Research – ○ Policy development – ○ Computer literate - ○ <u>Skills:</u> <ul style="list-style-type: none"> ○ Management & leadership skills - ○ Time management skills - ○ Communication skills - ○ Very good Interpersonal skills - <p>2. <u>Attributes</u></p> <ul style="list-style-type: none"> ○ Vision - ○ Strategic planning -Integrity - ○ Humility -Focus - ○ Cooperation – ○ Adaptability/Flexibility – ○ Stress Tolerance ○ Self-Control – |

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