

GOVERNMENT OF KIRIBATI
Position Description

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Land Planning Officer	3. Salary Level 13-12	4. Division: Land Management Division
5. Reports To: Director of Lands	6. Direct Reports: Chief Urban Land Planner	
7. Primary Objective: To assist and ensure all islands, land developments are under control and its development related issues are processed in accordance with the Government of the Day land policies and regulations. The enforcement of the land planning ordinance provisions are enforced accordingly. To carry out provisions of Land Planning Ordinance Cap 48 and to minimize environmental impacts from developments or redevelopments.		

8. Position Overview	
9. Financial	10. Legal
To effectively & efficiently utilize the division's allocated budget to execute planned activities under the Divisional work plan for the Urban Planning and Development Compliance Department.	Compliance with legal obligations have to be met such as Land Planning Ordinance, Foreshore and Land Reclamation Ordinance and other legislations that relatedly link with land development and safeguarding the Foreshore.
11. Internal Stakeholders: a. Director of Lands/HoDs b. Land Planning Unit staff To be referred to Manager/Director of Lands: a. <u>Director of Lands/HoDs</u> - To report and enforce the Local land planning board decisions. b. <u>Land Planning Unit staff</u> - To register and monitor land development applications on South Tarawa	12. External Stakeholders: a. Other Ministries/Agencies b. Public To be referred to Manager/Secretary: a. <u>Other Ministries/Agencies</u> - To inform and liaise with relevant agencies on the existence standard development guidelines. b. <u>Public</u> - To provide assistance and issued land development applications to customers

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key result area/ Major Responsibilities	Major activities/Duties	Performance measures/Outcomes
Assist in Local Land Planning Boards, SAAC and WRTF and ARC committees	Act as a Technical Advisor to the /local Land Planning Boards Taking proper and true reflections of all LLPB meetings Carry out decisions of LLPB meetings Secretariat to the Sublease Allocation & Advisory Committee, Water Reserve Taskforce and Access Road Committee.	A functional LLPB Decisions of Local Land Planning Boards are enforced and complied. Decisions of these Committees are enforced and complied.
Detailed Land Use Plan productions	Site investigations and social-economic analysis Preparing Planning Briefs Consultations with community and public DLUP workshops as data collection, inputs and sense of ownership in DLUP drafting Public exhibitions	Access and easements produced and enhanced Privacy created and maintained. Allocations of plots identified and density of the areas assured Regulations and guidelines of developments or redevelopments imposed accordingly.
To monitor planning applications for subleases, building permits and planning permission	Process planning applications Take them up for further considerations at the higher level and at the local land planning board	Planning applications are registered and entered into Kiribati Information System (KLIS), Sublease Master list database
To minimize illegal developments and redevelopments over Government leased land and State land	To evict squatters at High Court via Attorney General	Squatters inventory are updated Squatters are under control

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Key Challenges	Selection Criteria
<p>Confrontations from aggressive customers, landowners and squatters. To attend on site Squatters investigations</p>	<p>Form Seven certificate And has work experience in any related land disciplines – in particular land planning and development</p> <p>Key attributes Mature and patience, possess good communication skills and computer literate</p>

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