

GOVERNMENT OF KIRIBATI

Position Description

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Chief land surveyor	3. Salary Level L6-5	4. Division: Land Management Division
5. Reports To: Director of Lands	6. Direct Reports: Deputy Director	
7. Primary Objective: To ensure that the Survey and Mapping Department provide an efficient service to meet Government and Public demands and to ensure support		

8. Position Overview	
1. Financial:	10 Legal:
Effectively & efficiently utilize the division's allocated budget to execute planned activities under the Divisional work plan.	Compliance with legal obligations has to comply 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: - Any changes required to be made to the current work setting including existing policies, work-plan, budget, staff matters etc	12. External Stakeholders: a. Other Ministries b. Public To be referred to Manager/Secretary: - Providing advices in regard to Land in developing or initiating policies/frameworks/existing work systems and practices that require LMD participation.

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: Economic Growth and Poverty reduction</i> ▪ <i>MOP Outcome: To contribute to land management to the public, state own enterprises and customers</i> <i>Divisional/Departmental/Unit Plan: A well planned and designed land structure for LMD</i>		
Key result area/ Major Responsibilities	Major activities/Duties	Performance measures/Outcomes

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<p>To ensure that Survey and Mapping Department provided an efficient service to meet Government and Public demands and to ensure support for accurate and updated technical data for the efficient management of Government and Public Lands.</p>	<ol style="list-style-type: none"> a. Formulate Survey and Mapping work plans for all outer island and South Tarawa surveys b. Manage and monitor such plans c. Manage staff recruitment, training and personal issues. d. Member of Planning Boards to assist and advice on technical matters relating to Surveying and Mapping. e. Responsible for the management and running of the Department Services f. Answerable to correspondences relating to Survey and Mapping issues. g. Direct responsibilities as instructed by Head of Division. h. Consult with other ministerial senior management on survey matters. i. Relate with Ministry of Justice on complex court matters. j. Deal with complaints from customers and assist aggressive customers. 	<p>Performance Indicator/Measure</p> <p>Outcome:</p> <ul style="list-style-type: none"> - Increased satisfaction of the public by government services

Key Challenges	Selection Criteria
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<p>Confrontations from aggressive customers, landowners and squatters</p> <p>Maintain current cordial relationships with urban key players and project agencies for urban</p> <p>Keeping the staff motivated.</p>	<p>11.1 PQR (Position Qualification Requirement):</p> <p><u>Education:</u> Degree in Land Surveying / 5 years working with survey area Diploma in Land Surveying / 10 years working with survey area.</p> <p><u>Experience:</u> At least 5 years at senior management level or at least 5 years at middle management level.</p> <p><u>Job Training:</u> 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 - knowledge of how to manage and lead a team to specific outcomes ○ Change Management - the job involves implementation of many new reforms and hence should know how to roll out new programs within a change management perspective and concept ○ Research – knowledge of how the role of research programs can inform policy and decision making ○ Policy development – Knowledge of how to revise, develop and implement policies ○ Computer literate - Knowledge of basic computer programs/software such as Word and Xcel etc including the use of internet <p>2. <u>Skills:</u></p> <ul style="list-style-type: none"> ○ Management & leadership skills - Must be able to have and apply suitable leadership and management skills/techniques since based on how these are applied that the overall division and the staff involved can achieve their goals. Time management skills - manage a number of research/projects at the same time and meeting deadlines.

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	<ul style="list-style-type: none"> ○ Communication skills – be able to communicate professionally in writing and verbally as the position involves liaising and engagement of a number of stakeholders locally, regionally and internationally. ○ Very good Interpersonal skills – being able to work collaboratively with key stakeholders, develop networks and supporting groups/stakeholders and must be able to develop good professional relationships. <p>3. Attributes</p> <ul style="list-style-type: none"> ○ Vision – The post holder must have a clear idea of where he/she is going and what’s to be accomplished ○ Strategic planning – Must have the ability to look ahead, to anticipate with some accuracy using current trends/situation the present situation and how to utilize current resources to work into the future and achieve outcomes. ○ Integrity – Need to have honesty in all areas of work to build trust with all internal & internal stakeholders ○ Humility – Need to be strong and decisive while at the same time acknowledge that there’s always opportunity to learn and for improvement from others. ○ Focus – Focusing on results. Ability to focus on strengths of the division/staff and maximizing those strengths to achieve results. ○ Cooperation – Ability to get everyone involved working together and being also part of the team. ○ Adaptability/Flexibility – The ability to respond and adapt to change (positive or negative) while progressing towards achievement of unit/divisional objectives ○ Stress Tolerance – Job involves a number of demands requires accepting criticism and dealing calmly and effectively with high stress situations ○ Self-Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations. Need to have the ability to be professional in all areas of work.
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