

GOVERNMENT OF KIRIBATI

Position Description

1. Ministry: Ministry of Environment, Lands, and Agricultural Development		
2. Position Title: Development Enforcement Officer	3. Salary Level: 15-14	4. Division: Land Management Division
5. Reports To: CLPO, DD, DOLMD	6. Direct Reports: CLPO	
7. Primary Objective of the Position: To support the CLPO and assist in the efficient operation of the Urban Planning & Development Enforcement and Compliance. To ensure the effective implementation of provisions of all relevant legislations such as Foreshore and Land Reclamation Ordinance Cap 35 1977, Land Planning Ordinance Cap 48 1977, Native Lands Ordinance Cap 61. 1998, Squatters (Recovery of Land) Act 2005 and other regulations relating to land and dealings in land.		

Position Overview		
8. Financial: \$12,100.40 - \$16,663.40	Key Contacts	Frequency and purpose
Without referral to manager Enforcement of Foreshore Management Committee' un-problematic decisions	Chief Land Planning Officer Chief Land Management Officer Chief Land Surveyor Director of Lands	Frequently Occasionally Occasionally Occasionally
After consultation with managers or others Squatter and eviction issues Enforcement of legislation and agreement conditions in leases and subleases	Chief Land Planning Officer Director of Lands Chief Land Surveyor OAG	Frequently to ensure that action undertaken are consistent
Referred to manager or others Complex and sensitive issues	Director of Lands	Frequently

Key Accountabilities		
Key result area	Major activities	Performance measures
To monitor applications for seawall, mining permits and royalty's fees	Process seawall applications and aggregate mining applications in the designated areas Monitoring illegal mining and seawall developments or redevelopments Act as the Secretariat for the Foreshore Management	Seawall inventory updated Seawall constructions monitored Illegal seawalls construction minimized Revenue generated from fees and royalties from mining and extractions.

This 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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Key Accountabilities		
Key result area	Major activities	Performance measures
	Committee (FMC)	Minutes of FMC are recoded and enforced. Coastal management plan in place
To minimize illegal developments and or redevelopments over land and at the foreshore	Dealing with squatters' eviction and monitoring illegal development or redevelopments Assist in strategic planning and policy matters on both South Tarawa and outer islands for the foreshore management Liaise and work with other relevant Ministries on enforcement issues such as ECD, Mineral and PWD MPWU	Squatters' inventory updated Squatters numbers are at minimal Integration of enforcement by all stakeholders
Key Challenges		Selection Criteria
Confrontation with aggressive customers Territorial attitudes of civil servants		Qualifications and experience Form Six Certificate with at least 1 year relevant work experience Key attributes Mature and patience, have good communication and public relations skills to be able to approach and confront people to resolve sensitive and may be risky enforcement land issues, Team player and computer literate

Prepared by:.....	Date:.....
Approved by	Date:.....

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