

GOVERNMENT OF KIRIBATI
Position Description

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| 1. Ministry: Ministry of Environment, Lands and Agricultural Development | | |
| 2. Position Title: Deputy Director | 3. Salary Level: 5 | 4. Division: Land Management Division |
| 5. Reports To: Secretary MELAD | 6. Direct Reports: Director of Lands | |
| 7. Primary Objective: To ensure effective support for the overall management for the Division and continuity of Director's duties | | |

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| 8. Position Overview | |
| 9. Financial: 17, 778.80 | 10. Legal: Native Land Ordinance, State Lands, |
| Effectively & efficiently manage and monitor the Division's allocated budget to execute allocated tasks and activities to achieve the Division's objectives in delivering the services in regard to land. | Compliance with legal obligations have to comply such as Land Planning Ordinance, Foreshore and Land Reclamation Ordinance and Native Lands Ordinance. |
| 11. Internal Stakeholders: a. Director of Lands b. HODs To be referred to Manager/Secretary: <u>Director of Lands</u> - Decisions on problematic land Planning and development issues - Development of land policies and strategic plans - Sensitive issues such as eviction - Problematic staff issues and assessment <u>Head of Division</u> - Daily overseeing of Section activities and Work plans - Manage section's expenditure, budget and equipment Procurement - Identifying training opportunities and develop training plans for Staff in the Section - Address staff Personal matters and issues | 12. External Stakeholders: - Secretary - Other Ministries/Stakeholders To be referred to Manager/Secretary: <u>Secretary MELAD</u> - Provide Strategic land management policies to address land issues <u>Other Ministries/Stakeholders</u> - Address land issues raised from time to time by General public - Assist with strategic land management issues and policies |

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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| Government of Kiribati, All Ministries | Approved By: | | Date of Issue: | |
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| 13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> | | |
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| <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 |
| Implementation and enforcement of legislations relating to Land Planning | <ul style="list-style-type: none"> • Administer and enforce the provisions of the Land Planning Ordinance, Foreshore and Land Reclamation and other appropriate legislations | Effective implementation and enforcement of legislations |
| Enforcement of Policies and Cabinet directions relating to applications for sublease and developments of Government lease lands | <ul style="list-style-type: none"> • Implement and monitor land planning policies and directives as instructed by DOL and MELAD • Provide advice and information to formulate land planning policies where required • Develop and implement land planning strategic plans for urban and rural developments. • Develop and monitor land uses in accordance with Land Planning regulations. • Develop Strategic annual Work Plans for the Section • Manage and supervise and monitor | Timely actions and quality outcomes of activities expected from the Section and effective execution of policies and customer services to the Public. |

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| Key result area/ Major Responsibilities | Major activities/Duties | Performance measures/Outcomes |
| | staff work performances and outputs <ul style="list-style-type: none"> • Maintain and manage all databases relating to land planning and developments • Prepare report on the annual work plans for the Section's activities • Address land planning inquiries as raised from time to time | |
| Effective management of Staff who are under the supervision of the position | <ul style="list-style-type: none"> • Formulate, manage and monitor individual staff work plans • Supervise daily activities including customer services • Responsible to address staff issues of the Section • Prepare and identify training opportunities for staff in the Section | Efficient execution of activities. Complaint on land planning issues addressed timely and effectively |

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| Key Challenges | Selection Criteria |
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| <p>A key challenge of the post is that the officer is required to address sensitive land planning matters and enquiries and to develop land planning strategic plans through consultations with all stakeholders which include local communities</p> | <p>Qualifications and experience Degree in land planning and related disciplines with 3 years' experience in senior LMD positions</p> <p>Key attributes Motivated, accommodative and tolerable in difficult and stressful land issue reconciliation situations</p> |
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