

GOVERNMENT OF KIRIBATI

Position Description

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Chief land management officer	3. Salary Level L6-5	4. Division: Land Management Division
5. Reports To: Director of lands	6. Direct Reports: Secretary/ Director of lands	
7. Primary Objective: Head Manager and Administer of the Land Information and Administrative Section		

8. Position Overview	
1. Financial: Effectively & efficiently utilize the division's allocated budget to execute planned activities under the Divisional work plan.	10 Legal: 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: <ul style="list-style-type: none"> • Daily overseeing of sections activities • Address land issue raised from time to time by general public or other Ministries • Manage section's expenditure, budget and equipment procurement • Address staff matters under the section that includes Accounts and Registry units. 	12. External Stakeholders: a. Other Ministries b. Public To be referred to Manager/Secretary: <ul style="list-style-type: none"> - Cadastral surveys on land issues - Court land issues

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 (Include linkage to KDP, MOP and Divisional Plan) <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> <p style="text-align: center;"><i>Divisional/Departmental/Unit Plan: A well planned and designed land structure for LMD</i></p>		
Key result area/ Major Responsibilities	Major activities/Duties	Performance measures/Outcomes
Implementation and enforcement of legislations and agreements relating to land	<ul style="list-style-type: none"> • Administer and enforce the provisions of the Native Lands ordinance, lease and sublease agreements and other statutes relating to land 	Effective implementation and enforcement of legislations
Enforcement of policies and Cabinet directions relating to land matters in particular leases and subleases and land registration.	<ul style="list-style-type: none"> • Implement and monitor land policies and directives as instructed by DoL and MELAD • Provide advice and information to formulate land polices if required • Administer and enforce lease and sublease conditions • Manage and supervise annual land rent payments for lands leased by Government • Maintain the Kiribati Land information computer system • Develop, monitor and report on the annual work plans for the Section's activities • Address land inquiries as raised from time to time 	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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Effective management of staff who are under the supervision of the position.	<ul style="list-style-type: none"> • Formulate and manage Section’s work plan • Supervise daily activities including front counter customer service and accounts works relating to land rent payments and enquires • Responsible to address staff issues of the section 	Efficient execution of activities. Complaint and land issues addressed timely and effectively
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Key Challenges	Selection Criteria
<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>Qualifications and experience</p> <p>Degree in land management or other land related disciplines with 3 years working experience.</p> <p>Key attributes</p> <p>Mature and patience, team player and computer literate</p>

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