

GOVERNMENT OF KIRIBATI  
Position Description

<b>1. Ministry:</b> Ministry of Environment, Lands and Agricultural Development		
<b>2. Position Title:</b> Cartographer	<b>3. Salary Level</b> L13-12	<b>4. Division:</b> Land Management Division
<b>5. Reports To:</b> Senior Cartographer	<b>6. Direct Reports:</b> Director of lands	
<b>7. Primary Objective:</b> To assist in ensuring that the Mapping Information Services are maintained, carried out and completed to the satisfactory of all users		

<b>8. Position Overview</b>	
<b>1. Financial:</b> Effectively & efficiently utilize the division's allocated budget to execute planned activities under the Divisional work plan.	<b>10 Legal:</b> 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.
<b>11. Internal Stakeholders:</b> a. Director of Lands/HoDs b. Land Planning Unit staff <b>To be referred to Manager/Director of Lands:</b> -Field work placement of survey traverse stations - Quite frequent as the work is undertaken to ensure tis compliance with the Survey Direction	<b>12. External Stakeholders:</b> a. Other Ministries b. Public <b>To be referred to Manager/Secretary:</b> - Cadastral surveys on land issues

<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: Economic Growth and Poverty reduction</i></li> <li>▪ <i>MOP Outcome: To contribute to land management to the public, state own enterprises and customers</i></li> </ul> <p style="text-align: center;"><i>Divisional/Departmental/Unit Plan: A well planned and designed land structure for LMD</i></p>		
<b>Key result area/ Major Responsibilities</b>	<b>Major activities/Duties</b>	<b>Performance measures/Outcomes</b>
To ensure that all Government and Privately requested surveys carried out and completed as scheduled, are done in accordance with Survey Direction	<ul style="list-style-type: none"> <li>a. Update Cadastral/Topographic planning mapping database from current surveys and other sources.</li> <li>b. Drawing up and preparation of a cadastral land use plans for planning purposes</li> <li>c. Preparation of subleases and leases</li> </ul>	Accurate setup of targets to ensure acceptable survey results are achieved.

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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	<p>diagrams</p> <p>d. Answer general queries relating to Mapping</p> <p>e. Carry out other major duties as may specified from Senior Cartographer/Senior GIS Officer</p>	
Team work	To ensure that he forms part of a team	The work runs smoothly

<b>Key Challenges</b>	<b>Selection Criteria</b>
<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><b>Qualifications and experience</b> Form 7 certificate with 1 year experience in Lands work preferably cartography, survey and mapping</p> <p><b>Key attributes</b> Mature and patience, team player and computer literate</p>

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