

GOVERNMENT OF KIRIBATI  
Position Description

<b>1. Ministry:</b> Ministry of Environment, Lands and Agricultural Development		
<b>2. Position Title:</b> Chief Urban Land Planner/ Chief land planning officer	<b>3. Salary Level:</b> 6-5	<b>4. Division:</b> Land Management Division
<b>5. Reports To:</b> Secretary MELAD	<b>6. Direct Reports:</b> Director of Lands	
<b>7. Primary Objective:</b> Head Manager and Administrator of the Urban Planning and Development Compliance Department		

<b>8. Position Overview</b>	
<b>9. Financial:</b>	<b>10. Legal:</b>
Effectively & efficiently manage and monitor the Department's allocated budget to execute allocated tasks and activities to achieve the Department's and 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 other legislations that relatedly link with land development and safeguarding the Foreshore.
<b>11. Internal Stakeholders:</b> a. Secretary MELAD b. Director of Lands  <b>To be referred to Manager/Secretary:</b> <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>Land Planning Unit staff</u> - Daily overseeing of Section activities and Work plans - Manage section's expenditure, budget and equipment	<b>12. External Stakeholders:</b> - Other Ministries - Board/Committees members  <b>To be referred to Manager/Secretary:</b> <u>Other Ministries</u> - Provide Strategic land planning policies to address land planning issues <u>Land Planning Committees</u> - Address land planning issues raised from time to time by General public - Enforcement of decisions to land planning, sublease and development applications

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><i>Procurement</i></p> <ul style="list-style-type: none"> <li>- <i>Identifying training opportunities and develop training plans for Staff in the Section</i></li> <li>- <i>Address staff Personal matters and issues</i></li> </ul>	
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<p><b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i></p> <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> <li>▪ <i>Divisional/Departmental/Unit Plan: A well planned and designed land structure for LMD</i></li> </ul>		
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"> <li>• Administer and enforce the provisions of the Land Planning Ordinance, Foreshore and Land Reclamation and other appropriate legislations</li> </ul>	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"> <li>• Implement and monitor land planning policies and directives as instructed by DOL and MELAD</li> <li>• Provide advice and information to formulate land planning policies where required</li> <li>• Develop and implement land planning strategic plans for urban and rural developments.</li> <li>• Develop and monitor land uses in accordance with Land Planning regulations.</li> </ul>	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
	<ul style="list-style-type: none"> <li>• Develop Strategic annual Work Plans for the Section</li> <li>• Manage and supervise and monitor staff work performances and outputs</li> <li>• Maintain and manage all databases relating to land planning and developments</li> <li>• Prepare report on the annual work plans for the Section's activities</li> <li>• Address land planning inquiries as raised from time to time</li> </ul>	
Effective management of Staff who are under the supervision of the position	<ul style="list-style-type: none"> <li>• Formulate, manage and monitor individual staff work plans</li> <li>• Supervise daily activities including customer services</li> <li>• Responsible to address staff issues of the Section</li> <li>• Prepare and identify training opportunities for staff in the Section</li> </ul>	Efficient execution of activities. Complaint on land planning issues addressed timely and effectively

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<b>Key Challenges</b>	<b>Selection Criteria</b>
<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><b>Qualifications and experience</b></p> <p>Bachelor’s degree, preferable Masters degree in Land Planning with 3 years proven experience in land planning, development planning or related field.</p> <p><b>Key attributes</b></p> <p>Motivated, accommodative and tolerable in difficult and stressful land issue reconciliation situations</p>

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