

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Environment, Lands and Agricultural Development		
<b>2. Position Title:</b> : Chief Land Surveyor	<b>3. Salary Level:</b> L6-5	<b>4. Division:</b> Land Management Division/MELAD
<b>5. Reports To:</b> Director of Lands	<b>6. Direct Reports:</b> Senior Lands Surveyor, Lands Surveyor	
<b>7. Primary Objective of the Position:</b> To ensure that the Survey and Mapping Department provide an efficient service to meet Government and Public demands and to ensure support		

**Commented [AH1]:** Is this the end of the support

<b>8. Position Overview</b>	
<p><b>9. Financial:</b></p> <p>Effectively &amp; efficiently manage and monitor the Department's allocated budget to execute allocated tasks and activities to achieve the Department's and the Land Management Division's objectives in delivering the services in regard to land.</p>	<p><b>10 Legal:</b></p> <p>Link with legal obligations and have to comply with legislations such as Native Land Ordinance, Land Planning Ordinance, State Land Act and other legislations that relatedly link with land matters. Non compliances with legislations will invalidate and revoke some activities that are directly link with them.</p>
<p><b>10. Internal Stakeholders:</b></p> <p>a. Secretary b. Head of Departments c. Land Management Staff</p> <p><b>To be referred to Manager/Secretary:</b></p> <p>a. <u>Director of Lands/Secretary</u></p> <p>- Any changes required to be made to the current work setting including existing policies, work-plan, budget, staff matters etc.</p>	<p><b>11. External Stakeholders:</b></p> <p>12. Ministries &amp; Statutory/Gov.t agencies 13. Public, Private and landowners 14. Individuals</p> <p><b>To be referred to Manager/Secretary:</b></p> <p>a. <u>Ministries &amp; Statutory/Gov.t agencies</u></p> <p>- Providing advices in regard to Land in developing or initiating policies/frameworks/existing work systems and practices that require LMD participation.</p>
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	

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<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>To ensure that Survey and Mapping Department provided an efficient service to meet Government and Public demands and to ensure support for accurate and updated technical data for the efficient management of Government and Public Lands.</p>	<ul style="list-style-type: none"> <li>a. Formulate Survey and Mapping work plans for all outer island and South Tarawa surveys</li> <li>b. Manage and monitor such plans</li> <li>c. Manage staff recruitment, training and personal issues.</li> <li>d. Member of Planning Boards to assist and advice on technical matters relating to Surveying and Mapping.</li> <li>e. Responsible for the management and running of the Department Services</li> <li>f. Answerable to correspondences relating to Survey and Mapping issues.</li> <li>g. [REDACTED]</li> <li>h. Consult with other ministerial senior management on survey matters.</li> <li>i. Relate with Ministry of Justice on complex court matters.</li> <li>g.i. Deal with complaints from customers and assist aggressive customers.</li> </ul>	<p><b>Performance Indicator/Measure</b></p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>- Increased satisfaction of the public by government services</li> </ul>

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<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><u>Education:</u> Degree in Land Surveying / 3 years working with survey area Diploma in Land Surveying / 10 years working with survey area.</p> <p><u>Experience:</u> At least 5 years at senior management level or at least 5 years at middle management level.</p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>○ <b>Management &amp; leadership</b> - knowledge of how to manage and lead a team to specific outcomes</li> <li>○ <b>Change Management</b> - the job involves implementation of many new reforms and hence should know how to roll out new programs within a change management perspective and concept</li> <li>○ <b>Research</b> – knowledge of how the role of research programs can inform policy and decision making</li> <li>○ <b>Policy development</b> – Knowledge of how to revise, develop and implement policies</li> <li>○ <b>Computer literate</b> - Knowledge of basic computer programs/software such as Word and Xcel etc including the use of internet</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>○ <b>Management &amp; leadership skills</b> - Must be able to have and apply suitable leadership and management skills/techniques since based on how these are applied that</li> </ul>

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	<p>the overall division and the staff involved can achieve their goals.</p> <ul style="list-style-type: none"> <li>○ <b>Time management skills</b> – manage a number of research/projects at the same time and meeting deadlines.</li> <li>○ <b>Communication skills</b> – be able to communicate professionally in writing and verbally as the position involves liaising and engagement of a number of stakeholders locally, regionally and internationally.</li> <li>○ <b>Very good Interpersonal skills</b> – being able to work collaboratively with key stakeholders, develop networks and supporting groups/stakeholders and must be able to develop good professional relationships.</li> </ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"> <li>○ <b>Vision</b> – The post holder must have a clear idea of where he/she is going and what’s to be accomplished</li> <li>○ <b>Strategic planning</b> – Must have the ability to look ahead, to anticipate with some accuracy using current trends/situation the present situation and how to utilize current resources to work into the future and achieve outcomes.</li> <li>○ <b>Integrity</b> – Need to have honesty in all areas of work to build trust with all internal &amp; internal stakeholders</li> <li>○ <b>Humility</b> – Need to be strong and decisive while at the same time acknowledge that there’s always opportunity to learn and for improvement from others.</li> <li>○ <b>Focus</b> – Focusing on results. Ability to focus on strengths of the division/staff and maximizing those strengths to achieve results.</li> <li>○ <b>Cooperation</b> – Ability to get everyone involved working together and being also part of the team.</li> <li>○ <b>Adaptability/Flexibility</b> – The ability to respond and adapt to change (positive or negative) while progressing towards achievement of unit/divisional objectives</li> </ul> <p><b>Stress Tolerance</b> – Job</p>
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	<p>involves a number of demands requires accepting criticism and dealing calmly and effectively with high stress situations</p> <ul style="list-style-type: none"><li>○ <b>Self-Control</b> – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations. Need to have the ability to be professional in all areas of work.</li></ul>
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