

GOVERNMENT OF KIRIBATI  
Position Description

<b>1. Ministry:</b> Ministry of Environment, Lands and Agricultural Development		
<b>2. Position Title:</b> LMD Liaison Officer	<b>3. Salary Level</b> 15-14	<b>4. Division:</b> Land Management Division
<b>5. Reports To:</b> Director of Lands	<b>6. Direct Reports:</b> Chief Urban Land Planner	
<b>7. Primary Objective:</b> To ensure that an Educational Information and Consultation Strategy for the Land Management Division are prepared, implemented and monitored effectively.		

<b>8. Position Overview</b>	
<b>1. Financial:</b> To effectively & efficiently utilize the division's allocated budget to execute planned activities under the Divisional work plan for the Land Management Division.	<b>10 Legal:</b> Compliance with legal obligations have to be met such as Land Planning Ordinance, Foreshore and Land Reclamation Ordinance and Native Lands Ordinance.
<b>11. Internal Stakeholders:</b> a. Director of Lands b. HoDs <b>To be referred to Manager/Secretary:</b> a. <u>Director of Lands</u> - To report and present radio scripts, awareness brochures and factsheets b. <u>HoDs</u> - To assist in collection of each Departments key issues to address to the Public	<b>12. External Stakeholders:</b> ▪ Ministries & Statutory/Gov.t agencies ▪ Public <b>To be referred to Manager/Secretary:</b> a. <u>Ministries &amp; Statutory/Gov.t agencies</u> - To attend in any relevant meetings and consultation regarding LMD participation and involvement. b. <u>The public</u> - To assist and inform the Public or at the community level in delivering Lands services

<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> <li>▪ <i>Divisional/Departmental/Unit Plan: A well planned and managed and division</i></li> </ul>		
<b>Key result area/ Major Responsibilities</b>	<b>Major activities/Duties</b>	<b>Performance measures/Outcomes</b>

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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Key result area/ Major Responsibilities	Major activities/Duties	Performance measures/Outcomes
Assist in presenting Lands information to the Public	<ul style="list-style-type: none"> <li>• With the assistance of Land Management Division staff identify and research key issues that should be explained to the Office customers/community regarding land issues and management.</li> <li>• Translate written and oral information &amp; educational material from Kiribati to English, and English to Kiribati.</li> <li>• Prepare and present written materials in Kiribati that clearly informs the reader of procedure and requirements in regard to the Divisions services and functions</li> <li>• Maintain customer information service at front desk on the notice board</li> </ul>	The Public and customers are well provided with office factsheets, pamphlet accordingly.
Assist in delivering LMD awareness programs	<ul style="list-style-type: none"> <li>• Prepare and present radio programs fortnightly that clearly inform the public of the Division's role and functions, and the customer's involvement and obligations</li> <li>• Develop scripts for theater and video productions with the assistance of the community Education Advisor and relevant NGO's and media production groups.</li> <li>• To timely issued LMD newsletter "TE KARONGO" quarterly</li> <li>• Update and further develop education</li> </ul>	Timely actions on preparation/production of expected activities on time to the Public.

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Key result area/ Major Responsibilities	Major activities/Duties	Performance measures/Outcomes
	<p>program based on community response</p> <ul style="list-style-type: none"> <li>• Conduct information and consultation meeting with community groups on Division issues</li> <li>• Cooperate with other Ministries and NGO's in the preparation and presentation of education materials on relevant joint programs</li> <li>• Observe and record customer and community response to education program</li> </ul>	

Key Challenges	Selection Criteria
<p>A key challenge of the post is to able to address LMD key issues through consultations with all stakeholders which include local communities</p>	<p>Form 5 Secondary School certificate with at least four passes including English, willingness and ability to be trained in relevant skills</p> <p>Form 5 Secondary school with at least one year post-secondary training in English, and experience in English, and experience in community education in government or non-government organization. Willingness and ability to be further trained in relevant skills</p> <p><b>Key attributes</b></p> <p>Reliable, willing to train and develop, good manners, polite and helpful personality towards customers, socially and able to work well in a team</p>

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