

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

<b>1. Ministry: MICTTD</b>		
<b>2. Position Title:</b> National Coordinator for Hydrography and Charting	<b>3. Salary Level:</b> 5	<b>4. Division:</b> Marine Division - MICTTD
<b>5. Reports To:</b> Director of Marine (DoM)	<b>6. Direct Reports:</b> All remaining Marine Division staff	
<b>7. Primary Objective of the Position:</b> <ul style="list-style-type: none"> <li>Ensuring the provision of appropriate nautical charting services for Kiribati in accordance with the International Convention on Safety of Life at Sea (SOLAS) and to coordinate National Hydrography Services and compliance to Maritime Safety Information</li> </ul>		

<b>8. Position Overview</b>	
<b>9. Financial:</b> Assist in Marine Divisions annual budget preparatory in Hydrography and associated activities in collaboration with Director of Marine	<b>10 Legal:</b> Hydrography Regulations, MSI Regulation, Shipping Act , SOLAS Convention, Convention on High Seas
<b>11. Internal Stakeholders:</b> Kiribati Shipping Services Co. Ltd, Kiribati Ports Authority, Communications Commissions of Kiribati and any other internal stakeholders considered by Director of Marine	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>Mins. Of Foreign Affairs and Immigration, Mins. of Fisheries and Marine Resources Development, Police Maritime Unit, Local Ship Operators, Te Atinimarawa Co. Ltd, Regional bodies such as the southwest pacific hydrographic commission (SWPHC), Principal charting authorities (PCA), e.g. UKHO, etc, and any other external stakeholders considered by Director of Marine</li> </ul>

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

**13. KEY ACCOUNTABILITIES***(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1: Unit Development and Management	<ul style="list-style-type: none"> <li>• directly liaise with development partners and Primary Charting Authorities.</li> <li>• Chair and coordinate National Hydrographic requirements</li> <li>• prepare project proposals and applications that contribute to the funding base of the hydrographic unit and the Programme</li> <li>• recommend the expenditure necessary for procurements and consultancies and prepare submissions for consideration to Management</li> <li>• Ensure that administrative tasks are carried out according to Marine Division's procedures</li> <li>• provide training to other Programme staff in surveying related duties both in the office and in the field</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring that navigational significant information is forwarded and included in the existing charts of Kiribati</li> <li>• Establish and chair a national hydrographic consultative committee or forum that coordinates national hydrographic requirements including input to a National Charting Plan, a National Hydrographic Survey Plan and a National Maritime Safety Information Plan</li> <li>• Resources for the provision of Hydrographic Services in countries is increased</li> <li>• Contracts, agreements and/or memorandum of understandings are in place</li> <li>• development partners and stakeholders remain informed and are supportive</li> <li>• reporting to Marine Division management and development partners is timely and accurate</li> </ul>
Key Area 2: Capacity Development	<ul style="list-style-type: none"> <li>• Undertake assessment on the state of hydrographic services in the country</li> <li>• Facilitate in the formation of National Hydrographic Survey plan, a National Charting plan and a National Maritime Safety Information Plan</li> <li>• Train Kiribati government staff during internships and field visits, and workshops</li> </ul>	<ul style="list-style-type: none"> <li>• plans and materials for increased hydrographic capability of Kiribati are formulated</li> <li>• A local hydrographic programme of work is up to date</li> <li>• Survey standards and procedures are adhered to and maintained</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

	<ul style="list-style-type: none"> <li>• Create and improve infrastructure and processes to collect and circulate Maritime Safety Information(MSI)</li> <li>• Develop and deliver training plans and materials in collaboration with partners to develop IHO Phase One capabilities in the country</li> <li>• Assist with translating international conventions such as the Safety of Life at Sea (SOLAS) and the United Nations Law of the Sea (LOS or UNCLOS) into national legislation and regulatory frameworks</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity development workshops are attended and local staff are trained</li> <li>• has increased capability to deliver in-country IHO phase 1 services</li> <li>• Marine Division staff are up-skilled</li> <li>• In house capacity to conduct marine surveys is increased</li> <li>• Stakeholders receive support and assistance in the wider maritime policy and legislative space</li> </ul>
Key Area 3: Survey Operations	<ul style="list-style-type: none"> <li>• assist in the effective management of resources and efficient conduct of surveys within the Marine Division</li> <li>• Prepare commercial and technical proposals and costs for surveys and tenders</li> <li>• Prepare plans and operating budgets for ensuring the surveys are completed in accordance with required standards and on time</li> <li>• Responsible for the processing of raw survey data to ensure the required level of accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• all safety standards are met and exposure to risk of equipment and personnel is minimised</li> <li>• Projects are completed efficiently and within budget</li> <li>• deliverables are fit for purpose and used to modernise navigational products</li> <li>• Positive feedback is received from the Principal Charting Authorities and Clients</li> <li>•</li> </ul>
Key Area 4: Data Management	<ul style="list-style-type: none"> <li>• Oversee and support the development and maintenance of Kiribati's data system in relation to hydrographic data</li> <li>• Ensure the continual upgrading of the survey data into the system and the archiving and accessibility of newly acquired data</li> <li>• Provide technical advice on tidal, bathymetry, current, sonar, and related matters</li> <li>• Work closely with Database Officer (Marine Division - MICTTD) to establish database on Aids to Navigation</li> </ul>	<ul style="list-style-type: none"> <li>• Data holdings are discoverable by internal parties</li> <li>• hydrographic products available to all stakeholders and data used for nautical purposes</li> <li>• Aids to Navigation are assessed and entered into database</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

**Approved by:**

**Date of Issue:**

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

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• Ability to conduct surveys and subsequent reporting</li> <li>• implement and maintain high standards in an adverse work culture</li> <li>• work in remote locations within the Republic of Kiribati under difficult environmental conditions for extended periods of time, including poor sanitary facilities, etc.</li> <li>• manage ad hoc requests made outside of the agreed workplan</li> <li>• Facilitate discussions and influence decision making at national or regional technical forums</li> <li>• co-ordinate a fieldwork support team that includes Technical Assistants as well as boat crew</li> <li>• Make independent decision in the field on a daily basis on the general running and general progress of survey work, which may last several days or weeks to months.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <ul style="list-style-type: none"> <li>• <b>Education:</b> Qualified Lands Surveyor (from a recognized Institution)</li>   <li>• <b>Experience:</b> <ul style="list-style-type: none"> <li>• 3 years of relevant experience in land surveying</li> <li>• Proven track record as a Surveyor with modern survey technology and the use of information technology</li> <li>• Knowledge of international land and hydrographic standards and specifications</li> <li>• Experience in managing, processing and visualising survey data</li> <li>• Provision of survey training</li> <li>• Computer literate. Knowledge of navigation software &amp; spatial data gathering</li> <li>• excellent report writing abilities with attention to details</li> <li>• Legislation related to the implementation of Hydrographic Services under the SOLAS Convention</li> <li>• charting and ENCs</li> <li>• sediment sampling</li> <li>• meteorological knowledge of weather patterns</li> </ul> </li> </ul> <p><b>Job Training:</b> Attachment and engagement with key partners domestically and internationally.</p> <p><b>Prerequisite: Nil</b></p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"> <li>1. <b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Legislation related to the implementation of Hydrographic Services under the SOLAS Convention</li> <li>• charting and ENCs</li> <li>• sediment sampling</li> <li>• meteorological knowledge of weather patterns</li> </ul> </li> </ol>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

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

	<p><b>2. Skills:</b> Excellent interpersonal and communication skills, active listener, reading comprehensive, social perceptiveness.</p> <p><b>3. Attributes:</b></p> <ul style="list-style-type: none"><li>• Physically fit</li><li>• The ability to work unsupervised</li><li>• Clear and effective communicator and fieldwork coordinator</li><li>• Good leadership and supervisory skills.</li><li>• Motivational skills with professional initiative and good work ethics.</li><li>• Ability to draft succinct, comprehensive and relevant reports.</li><li>• Ability and willingness to assist with a variety of other tasks and a flexible approach towards working within a team environment</li></ul>
--	---

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------