

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

<b>1. Ministry:</b> Ministry of Environment, Lands and Agricultural Development		
<b>2. Position Title:</b> Land Surveyor Grade I	<b>3. Salary Level:</b> L13-12	<b>4. Division:</b> Land Management Division
<b>5. Reports To:</b> Senior Land Surveyor	<b>6. Direct Reports:</b> Chief Land Surveyor	
<b>7. Primary Objective of the Position:</b> To ensure that all Government and private (citizens) requests on land survey for mapping, leases, subleases or land boundaries cadastral surveys on land boundaries and registrations are carried out and completed as scheduled in LMD annual workplan		

<b>8. Position Overview</b>	
9. Financial: nil	10 Legal: Natives Land Ordinance (Cap 61)
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>Director, LMD staff</li> <li>MELAD HQ, ALD, &amp; ECD</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>Outer island survey tours</li> <li>Cadastral surveys</li> <li>LMD court cases</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>MIA, Island Council, TUC, BTC, KHC</li> <li>Native land owners</li> <li>MPWU, MHMS, OB, MFED, Police</li> </ul> Without referred to Manager <ul style="list-style-type: none"> <li>Annual survey activities; planning, field tasks in LMD workplan</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.*

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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: Economic Growth &amp; Poverty Reduction</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan: Ensure that all land boundaries are defined by the appropriate court</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
<b>Surveying</b>	<p>Carry out surveys on Native lands, Government land leases and subleases using proper survey materials</p> <p>Responsible to provide surveys results as evidences to court for land boundary matters</p> <p>Carry out surveys for new housing layout and other Government resettlement schemes</p> <p>Carry out subdivision surveys</p> <p>Assist where instructed with some of the Cartographer duties</p>	<p>All surveys are completed</p> <p>Survey results are provided timely</p>
<b>Administration</b>	<p>Develop and provide daily, weekly, or monthly survey summaries or report as needed by the Immediate supervisor</p>	<p>Survey reports are submitted on time</p>

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10. Key Challenges	11. Selection Criteria
<p><b>KEY CHALLENGES.</b></p> <ul style="list-style-type: none"><li>• Physical terrain- bush, rugged and rough grounds</li><li>• Climate- rain, hot temperature</li><li>• Aggressive customers- landowners might be a problem as there might be words used appropriately to most survey workers and also this can be political</li></ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Diploma in Survey, GIS or with 5 years working experience on the post / Degree in Survey, Land Management, engineering technology, with at least 5 years working experience within LMD</p> <p><b>Experience:</b> As per above</p> <p><b>Job Training:</b> Any survey certificates of more than 3 would be an advantage</p>

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	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"><li>• Professional or must have background on Field survey methods and techniques, land survey terminology,</li><li>• Analytical and mathematical</li><li>• Active- customer service principle,</li><li>• Firm person to enforce the Environment Act to all developers in an efficient and effective manner</li></ul>
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