

GOVERNMENT OF KIRIBATI

Position Description

<b>1. Ministry:</b> Ministry of Environment, Lands and Agricultural Development		
<b>2. Position Title:</b> Inspection and Survey Assistant	<b>3. Salary Level</b> L19-18/17-16	<b>4. Division:</b> Land Management Division
<b>5. Reports To:</b> Director of Lands	<b>6. Direct Reports:</b> Chief land surveyor	
<b>7. Primary Objective:</b> To ensure that the Survey team get full assistance in handling and establishing equipment To assist in measuring landmark when needed		

<b>8. Position Overview</b>	
<b>9. Financial:</b> \$11,377.08	<b>10. Legal:</b> Native land act, State land act, Foreshore and land reclamation act
To effectively & efficiently utilize the division's allocated budget to execute planned activities under the Divisional work plan for the Urban Planning and Development Compliance Department.	Compliance with legal obligations must be met 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. Director of Lands/HoDs b. Land Planning Unit staff <b>To be referred to Manager/Director of Lands:</b> -	<b>12. External Stakeholders:</b> a. Other Ministries/Agencies b. Public <b>To be referred to Manager/Secretary:</b> -

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

- **KDP/KPA: 4**
- **MOP Outcome: Effective and efficient administration & land management**
- **Divisional/Departmental/Unit Plan: 03**

Key result area/ Major Responsibilities	Major activities/Duties	Performance measures/Outcomes
<p>To assist the survey team in the field for smooth execution of the survey task</p>	<ul style="list-style-type: none"> <li>a) To prepare all survey equipment before going out in the field</li> <li>b) To place equipment in vehicle for surveyor</li> <li>c) To assist Surveyors with target and survey instrument set up</li> <li>d) To ensure survey equipment is stored correctly in the office</li> <li>e) To place batteries on charge</li> <li>f) Line of sight clearing</li> <li>g) To monument survey marks</li> <li>h) Ensuring there are enough survey marks for the upcoming work – requesting from storeman when low</li> <li>i)</li> </ul>	<p><b>Performance Indicator/Measure</b></p> <ul style="list-style-type: none"> <li>• Accurate set up of targets to ensure acceptable survey results are achieved</li> <li>• Reliability and permanence of survey monuments</li> </ul> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>Teamwork</p>	<ul style="list-style-type: none"> <li>a) To ensure that they form part of the team</li> <li>b) Help teammates to complete work when necessary</li> </ul>	<p><b>Performance Indicator/Measure</b></p> <ul style="list-style-type: none"> <li>• To respect and follow instructions from surveyors</li> </ul>

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Maintenance of and care for survey equipment	<p>c) To ensure equipment is left clean and dry after each field day</p> <p>d) Repair and maintain tripod, target, tribrach, pole, staff and any other relevant survey equipment</p> <p>e) Report all damage and broken equipment to manager immediately.</p>	<p><b>Performance Indicator/Measure</b></p> <ul style="list-style-type: none"> <li>• Survey equipment is safely handled and looked after</li> <li>• Survey equipment is checked and calibrated regularly</li> <li>• Issues reported quickly</li> </ul>
Office	<p>a) Other duties as required by the Survey Team Leader and Chief Land Surveyor.</p> <p>b) To seek out other useful work when not required in the field</p>	<p><b>Performance Indicator/Measure</b></p> <ul style="list-style-type: none"> <li>• Willingly help with requests from managers</li> </ul>

Key Challenges	Selection Criteria
<p>Confrontations from aggressive customers, landowners and squatters. To attend on site Squatters investigations</p>	<p><b>Qualification-</b> Form 3 or Class 9/ Preferred higher qualification with good pass in Mathematics</p> <p><b>Key attributes</b></p> <p>Mature and patience, possess good communication skills and computer literate</p>