

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Senior Land Surveyor	3. Salary Level: L11-10/9-7	4. Division: Land Management Division/MELAD
5. Reports To: Chief Land Surveyor	6. Direct Reports: Storeman, Survey Assistant, Assistant Surveyor, Land Surveyor	
7. Primary Objective of the Position: To ensure that all Government and privately requested surveys are carried out and completed as scheduled and are done in accordance with Survey Directions. To monitor and improve the surveying skills of Assistant Land Surveyors and Land Surveyors.		

8. Position Overview	
<p>9. Financial: Effectively & 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>10 Legal: Link with legal obligations and 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 linked with them.</p>
<p>11. Internal Stakeholders: a. Secretary b. Head of Departments c. Land Management Staff</p> <p>To be referred to Manager/Secretary: a. <u>Director of Lands/Secretary</u> - Any changes required to be made to the current work setting including existing policies, work-plan, budget, staff matters etc.</p>	<p>12. External Stakeholders: a. Ministries & Statutory/Gov.t agencies b. Public, Private and landowners Individuals</p> <p>To be referred to Manager/Secretary: a. <u>Ministries & Statutory/Gov.t agencies</u> Providing advice in regard to Land in developing or initiating policies/frameworks/existing work systems and practices that require LMD participation -</p>

Commented [AH1]: What does this mean?

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.

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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
To ensure that Survey and Mapping Units 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.	<ul style="list-style-type: none"> a. Allocation of daily survey works to Surveyors within the Division – weekly workplan b. Arrange Survey tours to Outer Islands that need a survey for a new lease, Cadastral, and geodetic/control surveying. c. Checking and verifying survey observations using Magnet/MapInfo Software for updating our mapping system. d. Technical Adviser to both Town Councils (TUC and BTC) Planning Board for Building Development e. Assisting Magistrate Court in complex Boundary Determination and other land issues especially on Government Leased Lands. f. Assign Surveyors to attend court cases. g. Monitor the attendance and performance of the staff in the surveying area. h. Final checking for survey job before submitted to Mapping i. Arrangement of purchase and internal/overseas maintenance of equipment 	<p>Performance Indicator/Measure</p> <p>Outcome:</p> <ul style="list-style-type: none"> - Increased satisfaction of the public by government services
Management / Training	a. Fostering team morale	-

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	<ul style="list-style-type: none">b. Ensuring Field Assistants are competing work in both office and fieldc. Coordinating training opportunities for junior surveyorsd. Providing on the job training for junior surveyors.e. Preparing advice to Chief Land Surveyor and director on survey systemf. Preparing applications to cabinet and donors for equipmentg. Oversee the calibration and maintenance of equipment – ensure completed regularly	

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10. Key Challenges	11. Selection Criteria
	<p>11.1 PQR (Position Qualification Requirement):</p> <p><u>Education:</u></p> <ul style="list-style-type: none"> • Minimum Qualification – Degree in Land Surveying (Geomatics) or relevant land management field • <u>Experience:</u> At least 3 years working in the field of surveying and mapping (GIS) field. • Holder should be competent in the following skills: <ul style="list-style-type: none"> - Knowledge of surveying and cartography theories and practices - Competent understanding of the Survey Directions manual - Competent operation of surveying equipment (total station/GNSS) - Good knowledge of Magnet/Mapinfo software - Computer literate <p><u>Job Training:</u> Be able to work well with a group of people</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> ○ Management & leadership - ○ Change Management - ○ Research – ○ Policy development – ○ Computer literate - ○ Skills: <ul style="list-style-type: none"> ○ Management & leadership skills - ○ Time management skills - ○ Communication skills - ○ Very good Interpersonal skills - <p>2. Attributes</p>

Commented [AH2]: What is this? Should it be under job training?

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	<ul style="list-style-type: none">○ Vision -○ Strategic planning -Integrity -○ Humility -Focus -○ Cooperation -○ Adaptability/Flexibility -○ Stress Tolerance○ Self-Control -
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