

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Ocean Resources		
2. Position Title: Coastal surveyor	3. Salary Level: 13-12	4. Division: Geo Science Division
5. Reports To: Inshore Mineral Officer	6. Direct Reports: <i>Inshore Mineral Officer</i>	
7. Primary Objective of the Position: To support the Geo Science Division’s work programme through data collection and surveying		

8. Position Overview		
9. Financial:		10 Legal: National Condition of service
11. Internal Stakeholders: - Mineral Division Staff - Ministry of Fisheries and Marine Resources Development Staff To be referred to Manager: - Maps and reports		12. External Stakeholders: - GIS user group - Surveyors from the Lands Department, Environment and Conservation Division and Public Works and Utilities To be referred to Manager - Maps and reports
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
Surveying	Be responsible for the day-to-day surveying activities of the Mineral Division including but not limited to: ground truthing survey, seawall applications, coastal development survey, beach mining survey, resource surveys and etc	No. of surveying, reports, data

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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	○ Populate the Division's GIS Database with surveying data and information	Updated GIS database
Spatial database and maps	• Assist with the development, population and maintenance of the Unit's GIS Media Database that includes satellite imagery, aerial photographs, geo-referenced maps, bathymetry and original maps; • Produce maps, information from surveying and imagery data to support decision making	No. of Maps and briefing papers
Technical mapping to support decision making and the management of fisheries and marine resources	Assist other stakeholders in related spatial surveying matters (i.e. ciguatera surveying, habitat surveying, bathymetric surveying etc)	Reports on relevant survey works
	○ Collate and compile (other relevant) surveyed data essential to support the Mineral Division's work programme (eg census, building survey, etc)	Collated data , information and reports
Coastal monitoring programme	○ Coordinate and conduct ground truthing surveying exercise to support coastal monitoring program	No of outer islands trips and reports
	○ Assist in the development of an annual survey programme for the collection of data essential for the Mineral Division's program and to implement workprogramme	No. of participation
Tools and equipment	○ Responsible for the recording, keeping, maintaining and upgrading of surveying equipment not limited to: RTK GPS surveying equipment, and etc.	Spatial database
Capacity building	○ Provide -trainings within area of expertise for staff within the Mineral Unit as well as relevant stakeholders;	No of trainings

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	o Undertake other duties as requested by the Director, Principal Minerals Officer and the Permanent Secretary.	
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10. Key Challenges	11. Selection Criteria
Advanced technology	11.1 PQR (Position Qualification Requirement): Education: Form 7 Prerequisite: NA
	11.2 Key Attributes (Personal Qualities): Knowledge - Geomatics and surveying - Experience with the use of GPS (Handheld and RTK GPS); - Experience in GIS and remote sensing software development and maintenance and in particular mapinfo, mapbasic, erdas with linkage to access and server based database; - Trimble business center - Wave heights relationship with surveying Skills: - Compute skills : Experience in Internet/intranet based application that include web site , mail server, and firewall

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	development, implementation and maintenance with a focus on spatial data web publication; • Experience in data processing • Bench mark set ups • Demonstrated oral and written communication skills; • • Attributes ○ Efficient and Effective • Aptitude for the provision of high quality service • Flexible approach and demonstrated ability to meet deadlines; • Ability to work as part of team, with a high level of Interpersonal skills and minimal supervision • Strong analytical and problem solving skills; and • Ability to take initiative and work without supervision

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