

# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

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

| <b>8. Position Overview</b>                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                             |
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| 9. <b>Financial:</b>                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                        | 10 Legal: National Condition of service                                                                                                                                                                                                                                                                     |
| 11. Internal Stakeholders: <ul style="list-style-type: none"> <li>Mineral Division Staff</li> <li>Ministry of Fisheries and Marine Resources Development Staff</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>Maps and reports</li> </ul> |                                                                                                                                                                                                                                                                                        | 12. External Stakeholders: <ul style="list-style-type: none"> <li>GIS user group</li> <li>Surveyors from the Lands Department, Environment and Conservation Division and Public Works and Utilities</li> </ul> To be referred to Manager <ul style="list-style-type: none"> <li>Maps and reports</li> </ul> |
| <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:</i></li> <li><i>MOP Outcome:</i></li> <li><i>Divisional/Departmental/Unit Plan:</i></li> </ul>                                                                                                                       |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                             |
| Key Result Area/Major Responsibilities                                                                                                                                                                                                                                  | Major Activities/Duties                                                                                                                                                                                                                                                                | Performance Measures/Outcomes                                                                                                                                                                                                                                                                               |
| Surveying                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>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</li> </ul> | 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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| <b>Approved by:</b> | <b>Date of Issue:</b> |
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|                                                                                                   | <ul style="list-style-type: none"> <li>○ Populate the Division's GIS Database with surveying data and information</li> </ul>                                                                                                                                                                                                                         | Updated GIS database                    |
| Spatial database and maps                                                                         | <ul style="list-style-type: none"> <li>• 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;</li> <li>• Produce maps, information from surveying and imagery data to support decision making</li> </ul> | 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        |
|                                                                                                   | <ul style="list-style-type: none"> <li>○ Collate and compile (other relevant) surveyed data essential to support the Mineral Division's work programme (eg census, building survey, etc)</li> </ul>                                                                                                                                                  | Collated data , information and reports |
| Coastal monitoring programme                                                                      | <ul style="list-style-type: none"> <li>○ Coordinate and conduct ground truthing surveying exercise to support coastal monitoring program</li> </ul>                                                                                                                                                                                                  | No of outer islands trips and reports   |
|                                                                                                   | <ul style="list-style-type: none"> <li>○ 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</li> </ul>                                                                                                                                   | No. of participation                    |
| Tools and equipment                                                                               | <ul style="list-style-type: none"> <li>○ Responsible for the recording, keeping, maintaining and upgrading of surveying equipment not limited to: RTK GPS surveying equipment, and etc.</li> </ul>                                                                                                                                                   | Spatial database                        |
| Capacity building                                                                                 | <ul style="list-style-type: none"> <li>○ Provide -trainings within area of expertise for staff within the Mineral Unit as well as relevant stakeholders;</li> </ul>                                                                                                                                                                                  | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <ul style="list-style-type: none"><li>Advanced technology</li></ul> | <b>11.1 PQR (Position Qualification Requirement):</b><br>Education: Form 7 Certificate. Certificates in relevant surveying courses and GIS mapping is an advantage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                     | <b>11.2 Key Attributes (Personal Qualities):</b> <ul style="list-style-type: none"><li><b>Knowledge</b><ul style="list-style-type: none"><li>Geomatics and surveying</li><li>Experience with the use of GPS (Handheld and RTK GPS);</li><li>Experience in GIS and remote sensing software development and maintenance and in particular mapinfo, mapbasic, erdas with linkage to access and server based database;</li><li>Trimble business center</li><li>Wave heights relationship with surveying</li></ul></li><li><b>Skills:</b><ul style="list-style-type: none"><li>Compute skills : Experience in Internet/intranet based application that include web site , mail server, and firewall development, implementation and maintenance with a focus on spatial data web publication;</li></ul></li></ul> |

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|  | <ul style="list-style-type: none"><li>• Experience in data processing</li><li>• Bench mark set ups</li><li>• Demonstrated oral and written communication skills;</li><li>•</li><li>• <b>Attributes</b><ul style="list-style-type: none"><li>○ Efficient and Effective</li></ul></li><li>• Aptitude for the provision of high quality service</li><li>• Flexible approach and demonstrated ability to meet deadlines;</li><li>• Ability to work as part of team, with a high level of Interpersonal skills and minimal supervision</li><li>• Strong analytical and problem solving skills; and</li><li>• Ability to take initiative and work without supervision</li></ul> |
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