



Position Description

Vacancy Title: **Reserve Officer II**
Location: **Suva**
Reports To: **Reserves Officer I (v 3.00)**

Objective

Undertake and assist with the delivery of reservation cases in accordance with the iTaukei Land Trust Act (NLTA), managing of extinct mataqali database, assist in the maintenance of Landsoft and NLC Report. The position reports to the Reserve Officer I

Outcomes

Organisational Stakeholders

1. Outcome

1. Efficient Work Practices

- Individual reservation and dereservation cases undertaken in accordance with TLTA, established delegations and agreed service standards and workloads
- Extinct Mataqali database maintained
- General client inquiries and correspondence responded to in a timely manner and/or directed to appropriate employees for resolution
- TLTB represented locally at appropriate forums as delegated and required by the Commissioner of Reserves
- Contributing to efficient work practices by active participation in teamwork, sharing of information and proposing improvements

2. Risk Management

- Quality and customer service to TLTB's external clients and to internal clients of the Region
- Compliance to OHS policies and procedures

3. Demonstrate TLTB image and values standards at all times

- Professional and ethical standards sustained
- integrity and confidentiality of information maintained

4. Continuous Learning

- Continuous learning and development of own skills and knowledge base is required

Responsibilities - Key Competencies

Competence	Description
Business	
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree		

Work Knowledge and Experience

- Experience in land management and/or valuation of land and/or leasing services
- Demonstrated ability to be self managing and meet work deadlines
- Evidence of self motivation and initiative
- Evidence of well-developed analytical and written skills
- Negotiation and conflict management skills are adequate to achieve results which are mutually satisfying to parties while achieving business outcomes
- Demonstrated commitment to quality customer service

- Evidence of commitment to team work
- Establishes high personal standards and serves as an effective role model
- Demonstrates basic computer literacy and wordprocessing skills
- Experience with and knowledge of Land Information Systems (LIS)

Requirements

Language Proficiency

- Excellent command of English
- Knowledge of another language

Regulatory Compliance Requirements

- Drivers Licence

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
External		
	General Public	
	Line Ministries	
	Landowners	

Attributes

Behavioural Styles

- Detail oriented: Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Integrity: Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

- Customer/Client Focused: Focused on client and customer satisfaction and ensuring high levels of service are maintained at all times
- Team Oriented: Enjoys being with others as part of a group or team.

Thinking Styles

- Flexible/Adaptable: Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
- Well organised: Controls tasks in a well thought out and critical manner.

How To Apply

Refer to link on advert

Contact for Enquiries

Contact Name: Makereta Vulatini

Contact Email: mvulatini@tltb.com.fj

Further Contact Information: 3312733

Closing Date: 24 Jan 2025