



Position Description

Vacancy Title: **Assistant Land Use Planner**

Location: **Suva**

Reports To: **None**

Objective

To support the Senior Land Use Planner (SLUP) and Land Use Planner (LUP) in fulfilling the Land Development Vetting Committee requirements in assessing subdivision and rezoning applications and providing recommendations to the approving Agencies. To perform various professional field and office planning work and facilitate the Urban and regional planning projects as approved by the Board and stated in the Strategic Corporate Plan [Regional Master Plans, Local Area Plans, Subdivision Scheme Designs, etc.].

Outcomes

Organisational Stakeholders

1. Strategic Planning and Compliance

- Support provided to SLUP and LUP in research and analysis for the preparation of TLTB Regional Land Use Master Plan for the various corridors in Fiji.
- Sound advice and planning provided for landowners land development.
- Re-design scheme plans to address land use suitability and Town Planning standards.
- Charting and inserting Lease Master ID for individual land available lots packaged for online market place.
- SLUP and LUP assisted in preparing strategic local area plans (LAP), Subdivision scheme plans, and development control plans for potential growth areas as approved by the Board and stated in the Strategic Corporate Plan.
- SLUP and LUP assisted in reviewing subdivision and rezoning applications on iTaukei Land and ensure compliance with relevant planning laws and regulations in Fiji.
- Inspection and recommendations provided on scheme plans submitted to be loaded for Online Market Place, for SLUP's consideration and endorsement.
- TLTB land developments projects for subdivisions and access road projects – preparing scheme plans, scope of work, inspections and ongoing weekly monitoring of projects assisted.
- Information and data supplied to the SLUP and LUP for various planning applications.
- Researches, collects, records, analyze, interpret, and summarize statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database for LDVC ensured.
- Local area plans drawn up using ArcGIS software.
- Data surveys carried out from time to time.
- Field inspections and other related duties as needed performed accordingly.
- Meetings, conferences, workshops, and various trainings sessions attended to become and remain current on principles, practices, and new developments in assigned work areas.
- Assistance provided in the implementation of the departments planning program as directed by MLS, SLUP and LUP.
- Contribution to the effective operation of the LSD Department provided positively.
- Sound land management systems and procedures implemented in line with the TLTB Estate Operations Manual (EOM)
- Other duties performed accordingly as required by SLUP and LUP.

2. Administration

- Registering, rezoning and subdivision applications, building and managing application databases ensured.
- Updating landsoft on the movement and status of applications ensured.
- Public meetings organized and minutes recorded at meetings as and when required.
- Communicates and coordinates regularly with stakeholders to maximize the effectiveness and efficiency of interdepartmental operations and activities ensured.
- Reports on work done prepared on a monthly basis.

3. Customer Service

- A courteous approach to deal with customers provided at all times.
- Accurate and timely assistance and advice given to customers ensured.
- Update consultants and/or tenants on the progress and outcomes of planning applications ensured.
- Assists in resolving tenants and customer issues ensured.
- Commitment to the vision and mission statement of the organization.

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.

Competence	Description
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.

Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
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.

People

Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Global Environment	Respond to globally driven changes in the organisation's environment.
Research	Apply formal research methodologies.
Technology Application	Apply technology.

Operational

Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Land Management, Urban & Regional Planning, Urban Design, Other related discipline	

Work Knowledge and Experience

- At least 1 - 2 years' demonstrated experience in a similar field.
- Has knowledge of the principles and practices of planning.
- Has knowledge of principles and practices of research and data collection.
- Has sound knowledge of the TLTA Act, ALTA Act, Environmental Management Act, Town Planning Act, Subdivision of Land Act and other relevant legislations, regulations and policies related to land management and property.
- Has knowledge and experience in using Geographic Information Systems (GIS) systems and processes, in the manipulation of geospatial data to achieve desired outcomes.

Requirements

Language Proficiency

- Excellent command of English

Professional Associations

- Membership of appropriate Professional Institution

Regulatory Compliance Requirements

- Driver's License

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	

Type	Interaction	Comments
	Management Team	
	Executive Management	
	Regional and Headquarters	
External		
	Statutory Authorities	
	City and Town Councils	
	Landowners	
	Line Ministries	
	Government Officials	
	Stakeholders	
	Customers	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Honest	
Realistic	Shows concern for facts and reality, rejecting the impractical.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Apply Online Through HRmonise

Contact for Enquiries

Contact Name: Seruwaia Bolatini

Contact Email: sbolatini@tltb.com.fj

Further Contact Information: 3312733

Closing Date: 19 Sep 2025