



Position Description

Vacancy Title: **Geospatial Information Assistant - CE v (3.00)**

Location:

Reports To: **None**

Objective

Provide technical support to the Estate Work Unit through the provision of relevant and accurate maps, plans and other GIS digital information.

Outcomes

Organisational Stakeholders

1. Outcome

1. Growth - Leases

- Lease Application processing - confirmation/completion of land availability works (includes Reserve consideration)
- Timeliness, compliance, efficiency & effectiveness.
- Preparation of records competent and complete in: Locality, Detail Sheet; Coordinates; Landsoft Inputs; Chart as Processing.

2. Mapping

- Maps and plans associated with the applications and other processes are prepared in accordance with agreed client service standards
- Lease Diagrams: IOT, AFL, TAW, Registered lease
- Spatial database of base layers in the Land Information Systems for the region is updated and maintained in a timely manner.
- Upload/Download-Navigation/Lease is conducted in a timely manner
- Assistance in ground inspections and GPS Survey provided

3. Efficient Work Practices

- Accuracy in GIS and GPS functions
- General technical knowledge and understanding of the Fiji Land Tenure system.

4. Legal Compliance

- TLTB is 100% compliant with the Fiji Land tenure systems and all relevant legislation and regulation

5. Risk Management

- OHS Compliant

6. Customer Service

- Quality and efficient customer service for internal and external clients of the Board.

7. TLTB image and values standards demonstrated at all times

- integrity of information maintained
- confidentiality of information ensured
- professional and ethical standards sustained

8. Continuous Learning

- Continuous learning and development of own skills and knowledge base is ensured.

Responsibilities - Key Competencies

Competence

Description

Business

- | | |
|----------|---|
| Planning | Deliver results by developing, reviewing or following a work plan, action plan or operational plan. |
|----------|---|

People

- | | |
|-----------------|---|
| 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. |

Qualifications

Qualification

Discipline

Notes

Preferred

- | | |
|---------|---|
| Diploma | Land Management /Survey/GIS or equivalent |
|---------|---|

Preferred

Qualification	Discipline	Notes
Certificate	Land Management /Survey/GIS or equivalent	

Work Knowledge and Experience

- Understanding the basic knowledge of Geographical Information System
- Understanding and appreciating of the Fiji Land Tenure System
- Experience in technical background
- Demonstrates high standard of computer literacy including proficient use of the ArcGIS software
- Knowledge and Skills in the use of GPS would be an advantage
- Minimum of 1 year of relevant experience

Requirements

Language Proficiency

- Excellent command of English
- Knowledge of another language

Professional Associations

- Membership of appropriate Professional Institutions

Regulatory Compliance Requirements

- Drivers Licence

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Area Managers	
	Employees	
External		
	Clients	
	Customers	
	General Public	
	Tenants	

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

- Challenger: Queries, tests information/beliefs and provokes thought.
- Well Organized: Controls tasks in a well thought out and critical manner

How To Apply

- Apply online

Contact for Enquiries

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