

## Position Description

Vacancy Title: GIS and Landowning Affairs Officer

Location: Lautoka

Reports To: None

### Objective

The GIS & Landowners Affairs Officer facilitates and manages relationships between the Fiji Pine Group, the government, and indigenous landowners whose land is leased for pine plantations. The role ensures landowners understand and participate in forestry operations, addresses issues related to land leases, and provides GIS support to assist in land management and decision-making.

### Outcomes

#### Organisational Stakeholders

##### 1. Financial and Lease Management

- Lease payments and timber royalties to landowners' accounts verified, reconciled, and processed accurately and on time.
- Transparency and accountability in all financial transactions with landowners upheld, ensuring confidence in Fiji Pine's processes.

##### 2. Landowner Services and Engagement

- Landowners' concerns, grievances, and enquiries addressed promptly, strengthening trust and cooperative relationships.
- Consultations and awareness sessions with landowners facilitated to enhance understanding of forestry operations and promote participation.

##### 3. GIS and Administrative Support

- GIS data collected, maintained, and utilised to support land management, plantation planning, and reporting requirements.
- Administrative tasks, including documentation and reporting, performed accurately to ensure operational efficiency.

##### 4. Governance, Integrity, and Professional Standards

- Confidentiality, accuracy, and integrity of land and lease information maintained at all times.
- Professional, ethical, and respectful conduct demonstrated in all interactions with landowners, colleagues, and stakeholders.

##### 5. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies, equipment and people.
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
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.

Competence	Description
Learning	Develop the competencies of self and others to enhance performance.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.
<b>Operational</b>	
Health and Safety	Establish and maintain a safe and healthy work environment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Technical specialisation - spatial surveys, GPS/GIS , Land Management	

## Work Knowledge and Experience

- Understanding of Fiji's native land ownership and lease arrangements.
- Knowledge of forestry operations, plantation management, and landowner engagement.
- Proficiency in GIS tools, mapping software, and administrative systems.
- Experience in managing stakeholder relationships and addressing land-related issues.

## Requirements

### Language Proficiency

- Proficiency in English for reporting, documentation, and communication with internal teams and government stakeholders.
- Fluency in iTaukei (Fijian) preferred for effective engagement, consultation, and relationship-building with indigenous landowners.

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Fiji Pine management and operations teams	
	Finance Team	
	Administration Team	
<b>External</b>		
	Landowners	
	iTaukei Land Trust Board (TLTB)	
	Government departments	
	Community Representative	

## 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.
- 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

- Perceptive Shows keen insight and understanding of issues or situations.
- Team Oriented Enjoys being with others as part of a group or team.
- Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

#### **Thinking Styles**

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

#### **How To Apply**

If you are ready to contribute to Fiji Pine Limited's sustainable forestry operations and strengthen partnerships with our landowners, please scan the QR code below or refer to the link provided to submit your application for the GIS & Landowning Affairs Officer position by Friday, 6 February 2026.

#### **Contact for Enquiries**

Contact Name: Human Resources Department

Contact Email: [jnaqoli@tropik.com.fj](mailto:jnaqoli@tropik.com.fj)

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**Closing Date: 13 Feb 2026**