



Position Description

Vacancy Title: **Geospatial Assistant v (1.00) [Suva]**

Location: **Suva**

Reports To: **Geospatial Information Officer I (v 1.00)**

Objective

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
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	Survey	
Preferred		
Certificate	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

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.
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

Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
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Thinking Styles

Challenger	Queries, tests information/beliefs and provokes thought.
Disciplined / Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach
Well Organized	Controls tasks in a well thought out and critical manner

How To Apply

Apply online

Contact for Enquiries

Contact Name: Makereta Vulatini

Contact Email: mvulatini@tltb.com.fj

Further Contact Information: 3312733 ext 631

Closing Date: 20 Feb 2026