



LAND TRUST BOARD

## 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
<b>People</b>	
Self-Management	Manage your priorities and objectives efficiently and effectively
<b>Professional</b>	
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
<b>Preferred</b>		
Diploma	Survey	
<b>Preferred</b>		
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
<b>Internal</b>		
	Area Managers	
	Employees	
<b>External</b>		
	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 Readily copes with situations without recourse/need of others, showing confidence and belief in oneself  
Assured and one's own abilities

### Thinking Styles

Challenger Queries, tests information/beliefs and provokes thought.  
Disciplined / Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough  
Systematic 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

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Further Contact Information: 3312733 ext 631

**Closing Date: 20 Feb 2026**