MINISTRY OF LANDS & MINERAL RESOURCES

VACANCY

JOB DESCRIPTION: GEOSPATIAL OFFICER (TOPOGRAPHY)

Vacancy No. 07/2018

CORPORATE INFORMATION

1. Position Level: Band G
2. Salary Range: $28,605.45 - $47,675.75
3. Duty Station: Level 1 Victoria Corner, Suva
4. Reporting Responsibilities:
   a. Reports To: Senior Geospatial Officer (Cartography)
   b. Liaises with: MLMR Staff, Other Relevant Ministries/Government Departments/Statutory Bodies
   c. Subordinates: 6

POSITION PURPOSE

The position will manage, the comprehensive National mapping base, assisting Government departments in mapping of specific projects and developing strategies for the preparation of Topographic including special purposes maps, both in Government and the Private Sectors.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibility by working in accordance with the relevant legislative acts and internal Standard Operating Procedures of the Ministry of Lands:

1. Maintaining Mapping standards and policies, and reviewing existing data with new data sets for the preparation of revised updated maps.

2. Checking and confirming quality and accuracy in mapping and implementing new applications and enhancements to existing applications.

3. Assist in the preparation of the Cartography and Mapping lecture notes and presentation of Lectures in the Fiji Public Service Survey Draughting Program to be abreast with the developments of the subjects with respect to their standards and procedures.
4. Ensure progress of in-house tasks and projects, arrange meetings with Departmental officers and clients inclusive of other Department personnel and stake holders and prepare reports highlighting specific Topographic mapping issues of concern.

5. Actively contribute to Ministry requirements, including planning, training, budgeting and corporate activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely Production of Topographic Maps
2. Timely Preparation of special customised Maps
3. Timely Re-printing of maps requested to accommodate orders to the Department.

PERSON SPECIFICATION

In addition to the University qualifications in the areas of Geospatial / Land Management, or equivalent technical certification; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 3 years of working experience in public sector or corporate environment.
2. Practical and working knowledge of Geospatial Management and Mapping process.
3. Capacity to utilize geospatial softwares to support the operations of the Ministry.
4. Experience in exporting and importing data on specific formats to accommodate data or Map to be prepared.

Skills and Abilities

1. Excellent reporting and communication skills and the ability to tactfully deal with complex situations on mapping production, interpretation and related source information.
2. Ability to follow instructions and meet set projected timeline in particular urgent mapping issues requests from management.
3. Demonstrated ability to work cooperatively within a team environment.
4. Capacity to understand the utilisation of geospatial software’s to assist with data integration and manipulation for the provision of information for special maps.
5. Service oriented approach with a commitment to serving the public and various stakeholders and Government Departments.
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment.
PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Ministry of Lands & Mineral Resources must be Fijian Citizens, under the age of 55, in excellent health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Lands & Mineral Resources is an Equal Employment Opportunity Employer and applications are encouraged from eligible, qualified applicants.

Applicants should refer to the full Job Description on www.lands.gov.fj for further details on duties and the requirements for this position.

To apply for this role please provide an up to date resume with copies of academic certificates & transcripts, at least two referees with one being a current or recent supervisor and a covering letter of no more than three pages tabulating with explanation how you meet each of the selection criteria. Applications that do not meet the selection criteria will not be considered.

Applications for the position must be received by 4.00pm on Friday February, 2nd 2018 and addressed to:

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<th>Applications by post:</th>
<th>Applications hand delivered:</th>
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<td>Permanent Secretary</td>
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For all other enquiries please contact either Selina Talemaisainiai on email stalemaisainiai@govnet.gov.fj or Isikeli Bosevakaturaga, email ibosevakaturaga@govnet.gov.fj or Telephone 323 9727.