

Tuvalu Government – Job Description



Position Title:	Director of Lands & Survey	
Level and Salary:	T1 - T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Natural Resources Development	Lands and Survey
Location:	Funafuti	
Reports to:	Secretary	

JOB PURPOSE:

Responsible for the overall efficient and effective overall management of the Lands and Survey Department.

KEY RESPONSIBILITIES:

1. Provide high level policy and technical advice on Lands and Survey related issues.
2. Manage the discharge of statutory duties under the provisions of the Native Lands Act and other related Acts.
3. Manage budget and project formulation and implementation.
4. Manage submissions to DCC and Cabinet.
5. Manage the annual report submission.
6. Manage the Lands and Survey staff in achieving Ministry outcomes and objectives.

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide strategic policy advice to the Secretary and the Minister on land-related matters, ensuring alignment with national development priorities and legislative frameworks.
- 1.2 Develop and deliver technical guidelines to support the formulation, assessment, and revision of national land policies, promoting consistency, transparency, and informed decision-making.
- 2.1 Coordinate the efficient and effective administration of statutory obligations prescribed under the Native Lands Act, ensuring compliance with all legal and procedural requirements.
- 2.2 Monitor and support the implementation of Native Lands Act provisions, including timely reporting, stakeholder engagement, and resolution of any administrative challenges.

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3.1 Coordinate the overall planning of budget and projects to ensure Ministry objectives are achieved.

3.2 Monitor and evaluate budget expenditure and timely delivery of projects.

4.1 Ensure all DCC and Cabinet submissions approved by the Secretary are accurately prepared and submitted within the required time-frame.

4.2 Monitor and manage the implementation of DCC and Cabinet decisions, including timely follow-up on all related outcomes

5.1 Coordinate and prepare department Annual Work Plan for submission to the Secretary, ensuring clear outputs and activities and timely delivery of services.

5.2 Support the drafting, review, and finalization of the Annual Report in alignment with the Ministry's expectations and reporting timelines.

6.1 Provide ongoing feedback on staff performance and attendance through regular meetings, constructive guidance, participation in training and development activities, and active input into the performance appraisal process.

6.2 Monitor staff engagement and compliance with workplace expectations, supporting continuous improvement through targeted coaching and development strategies.

MANDATORY REQUIREMENTS:

Degree or higher qualification in Surveying, Mapping, Land Management or other related field to surveying or land management **AND** At least five years working experience in Surveying or Land Management.

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Good Microsoft Office and computer skills and Survey software and Geographic Information System (GIS)

Ability to liaise with a range of stakeholders

Good time management skills

NB.

Officer will be required to travel to Outer Islands.