

## POSITION DESCRIPTION

### REF 1312 LAND ACQUISITION OFFICER - NATIONAL OFFICE

<b>Salary Scale</b>	\$18,858.00 - \$23,572.50 per annum	<b>Position Type</b>	Established
<b>Structure:</b>	<b>Department:</b>	Infrastructure Delivery	
	<b>Sub – Section</b>	Land Management	
<b>Location:</b>	National Office		

### About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and setting up water supply systems in rural areas.

### Position Objective

The Officer is responsible to the Chief Infrastructure and Delivery Officer through the Manager Design in carrying out land acquisition for WAF in relation to the registration of easements and acquiring of land leases/titles.

### Key Accountabilities

The position will achieve its objective through the following key duties:

- Consulting and negotiating with landowners in relation to land acquisition for WAF's capital projects in the Western Division
- Drafting of locality diagrams land using AutoCAD, GIS, and the Google Engine software for land affected by WAF projects.
- Drafting Easement Agreements/ Certificates and relevant correspondences with key stakeholders
- maintaining and updating relevant registers and record keeping for WAF's assets.
- Liaising with the i Taukei Land Trust, Department of Lands, and other stakeholders regarding WAF's land acquisition.
- Assisting in the transfer of all land held by the State to WAF.
- Attending to complaints and providing briefs in relation to land acquisition and asset transfer.
- Assisting the valuer with sales analysis work.
- Facilitating the payment of lease rentals and town/city rates.
- Any other duties assigned by the Supervisor (Senior Lands Acquisition Officer), Chief Infrastructure Officer or the Manager Design

## Key Performance Indicators

Performance will be measured through the following indicators:

- Efficiently attending to land acquisition in regard to WAF's projects.
- Effective and efficient day-to-day administration of all functions of the Lands Management Unit.
- Degree of administrative and management skills necessary to efficiently run the operations of the Lands Management Unit.

## Position Specification

### Competencies

#### **QUALIFICATION REQUIREMENT**

- A Degree in the following: Land Use Planning/Geography/Geospatial Science/Real Estate/Land Management or equivalent from a recognized institution.
- In addition to the relevant qualification, the following Knowledge, Experience, Skills, and Abilities are required to successfully undertake this role:

#### **EXPERIENCE, SKILLS, & ABILITIES**

- At least 3 – 5 years of relevant work experience.
- Must hold the relevant qualifications and possess appropriate experience in carrying out key accountabilities.
- Must have good oral and written communication skills.
- Must have the ability to handle a heavy workload, and complete work accurately and according to strict deadlines.
- Understanding of the relevant laws and regulations that govern the Water Authority of Fiji and Land Administration in Fiji

## **WHERE TO SEND YOUR APPLICATION**

Typed applications of no more than three (3) pages must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

**INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

Applications should be marked "[Confidential REF: 1312 Land Acquisition Officer– National Office](#)" and should be received no later than **5pm on the 8 December 2023** and could be:

**Mailed to:**

The Manager Human Resources  
Water Authority of Fiji

or

**Hand delivered to:**

Human Resources Unit  
Level 3, Manohan Building

or

**Emailed to:**

[hr.recruit@waf.com.fj](mailto:hr.recruit@waf.com.fj)