



## Job Description



### <Attachment 1>

#### JOB DESCRIPTION of World Friends Korea(WFK)-Advisor

※ Please complete the form and mark on the box.

General Information	
<b>■ Job Title</b> <i>The job title must accurately describe the job to be performed by the expert</i>	GIS specialist
<b>■ Location, Country</b> <i>(eg :. Vientiane, Laos)</i>	Suva City, Fiji Islands
<b>■ Duration</b>	<input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 12 months
<b>■ Expected Starting Date</b>	<input type="checkbox"/> No preference
Detailed information of the requesting organization	
<b>■ Organization Name :</b> Ministry of iTaukei Affairs - entrusted with ensuring the good governance and wellbeing of the indigenous people of Fiji  - <b>Requesting Department :</b> Development Services Division - <b>Office Name :</b>	
<b>■ Type of Organization</b> 1) <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :	
<b>■ Working Day/Hours :</b> Monday – Thursday 8:00 am – 4:30 pm & Friday 8:00 am – 4:00 pm	
<b>■ Contact Person :</b> Elisapeci Tamanisau	
<b>■ Tel/Fax/E-mail :</b> 3100909/ 3300198/ <a href="mailto:elisapeci.tamanisau@govnet.gov.fj">elisapeci.tamanisau@govnet.gov.fj</a>	
<b>■ Office Location :</b> Level 2 TTFB Building, Development Services Division, Ministry of I Taukei Affairs	
<b>■ Major activities of the Organization</b> (Please list at least three)	



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We will strive to create A Prosperous Vanua for a Better Fiji through the following:

- To build strong leadership for the Vanua
- Development of relevant policies, programs and legislations
- Arrangement and nurturing of smart partnerships with our stakeholders
- Conduct focused capacity building initiatives, and;
- Empowerment of the iTaukei People through an appropriate institutional framework of governance.

### ■ Major activities of the department where WFK - Advisor will be dispatched

- Survey and demarcate village boundaries
- Survey iTaukei Land. More than 80% of all land in Fiji is communally owned by the indigenous people 'iTaukei'.

### ■ Experience of working with WFK - Advisor

☐ No

### ■ If yes, please describe the tasks of WFK - Advisor

- Assist in the establishment of a GIS Unit
- Train existing staff to use GIS software (e.g., ArcGIS and other software that is user friendly and can be used to enhance the capacity of our existing staff who will ensure the GIS Unit's
- Digitize all existing data which include:
  - Sensitive information – Native land and fishing boundaries information cannot be released for public use. MTA acts as the principal custodian and can only release information to their rightful owners or with their approval.
  - Non sensitive information – this includes village boundaries and their attributes which can be accessed by the public.

**Description of Tasks \***





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### ■ The tasks to be undertaken by the WFK - Advisor will be:

- **Summary :** *(Describe the overall objectives of the task, why this task is needed and what the expert will doing)*

- The overall objectives of the tasks of the GIS Specialist is to develop and strengthen the GIS Unit of the Ministry of iTaukei Affairs.
- The Ministry of iTaukei Affairs has in its possession valuable data most of which are hand drawn or written and available only in hardcopy. Digitized maps is easily stored and can be shared internally and externally depending on access authority.
- The GIS Unit will ensure that this valuable data is available for future generations

### ■ Main duty of WFK - Advisor *(Please mark all that apply and type in detail)*

☒ Technical support

- To provide technical advice and establish GIS Unit

☒ Training of local staff

- To ensure staff are expertly trained and are equipped to operate the GIS Unit

### Expected Results/Output

#### ■ Expected results/output of the tasks by the WFK - Advisor include:

- A newly established GIS Unit that is tailor made to digitize and safely store all existing data
- A highly trained Project Team who will be an integral part of the GIS Unit

### Required(Preferred) qualifications of WFK - Advisor

*(List the minimum essential qualifications required for the experts to successfully carry out this task)*

#### ■ Gender

☐ Male      ☐ Female      ☒ No preference

#### ■ Educational Background

- *(eg. Bachelors Degree in Agricultural Economics)*
- Master's degree or equivalent in Geospatial Science



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- \* Similar or other educational background will be fine if the selected expert has an ability to do the requested tasks

☒ Yes

■ Required Work Experience (*Specify work experience required for the experts*)

- Minimum 3 years of professional experience in field of Geospatial Science
- Has the ability to establish a GIS Unit and conduct training

- \* Similar or related work experience will be fine if the selected expert has an ability to do the requested tasks

☒ Yes

■ Language : English

■ Other Requirements (*Identify desired skills or qualities for the task*)

-Excellent inter-personal and communication skills

### Description of the Workplace

<p>■ Location of the workplace</p>	<p>- <u>2</u> Km from the capital city</p> <p>- <u>10</u> minutes by <u>car</u> (transportation)</p>		
<p>■ Information on the co-worker who will work closely with the WFK-Advisor</p>	<p>- Full Name (Mr./Ms.) : Christopher Wara</p> <p>- Position/Work area : Senior Technical Officer, Project Unit</p> <p>- Tel/E-mail : 3100909/ 3300198/ <a href="mailto:christopher.wara@govnet.gov.fj">christopher.wara@govnet.gov.fj</a></p> <p>- English Language Skill :</p> <p><input type="checkbox"/> Advanced</p>		
<p>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor (<i>Please mark on the box</i>)</p>	Items	Available	Not available
	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Others	<input checked="" type="checkbox"/> PC <input type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Phone <input type="checkbox"/> Others( )	
<p>■ Other information that may help the WFK-Advisor adapt to the local environment (<i>Living conditions, weather, allowance, etc.</i>)</p>			

\* Once the experts are selected based on your request, you are required to cooperate with the Korean





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implementing agencies by providing the necessary administrative procedures such as visa, acceptance letter, etc. Without your cooperation, expert dispatching will not be available and/or will be cancelled. Thank you for your cooperation.

22/5/17

(Date of filling out the form)

Samonl Waibuta (Mr)

(Name of the person in charge)

Acting Permanent Secretary

(Position of the person)

A handwritten signature in blue ink, appearing to be 'Samonl Waibuta', written over a faint circular official stamp.

Signature with official stamp