



1. Job Description

Position Title: Community Development Officer - Lands	Position No:	Grade: 12
Incumbent: Vacant		
Division: Maritime Administration	Branch: Community Development	Section: NIL
Immediate Supervisor: Senior Community Development Officer	Highest Subordinate/s: Community Development Support Officer	Position No.
Location: Port Moresby		

History of Position		
	<i>Date of Variation</i>	<i>Details</i>

2. Position Purpose:

This position will assist in facilitating the Community Engagement Program (CEP) and Community Based Security and Maintenance of the Lights (CBSML) Program to ensure all Aids to Navigation (Lighthouses) are fully operational.

3. Principal Accountabilities & Service Standards

- Carrying out community engagement program activities assigned by Community Development Manager.
- Provide support to the Community Development Department to ensure all lease and service agreements are properly negotiated, prepared, implemented and monitored.
- Ensure awareness programs and community development initiatives are carried out within the department's business plan.
- Work closely with communities, Non-Government Organizations and other agencies to provide linkage to create business opportunities for the communities.
- Ensure Provincial Lighthouse Committees/Maritime Committees are fully functional.
- Ensure timely and accurate periodical reports are submitted to the Community Development Manager.
- Ensure prompt identification of disputes and recommendation of resolutions.

4. Dimension:

- Staff: Nil
- Operating Budget: Nil
- Equipment and facilities: Office equipment & facilities, awareness materials and other necessities.

5. Nature and Scope:

- **Reporting Relationships**

- This position is one of five (5) positions that reports internally to the Senior Community Development Officer.

- **Work Environment**

- One of these five (5) Positions is located in Head Office and four (4) are in the Field Offices.
- Work involves travelling to remote maritime communities where lighthouses under the Community Engagement Program are located across the country.
- Work involves constant liaison with the communities, Maritime Provincial Administrations, Magisterial Services and relevant government agencies.

- **Constraints, Framework and Boundaries**

Works within the boundaries of Land Act, Land Dispute Settlement Act, Land Registration Act, Valuation Act, Surveying Act, Community Based Security and Maintenance of the Lights Program Framework, Merchant Shipping Act, National Maritime Safety Authority Act and Corporate Plan.

- **Challenges**

- Ensure efficient dialogue and maintain relationships with provincial officers in the Maritime Provinces.
- Ensure efficient dialogue and maintain relationships with Landowners in the Maritime Provinces.
- Land disputes/issues to be sorted out in an amicable and timely manner.

- **Working Relationships**

Internal

- Community Development Manager
- Department staff
- Navigational Safety Services
- Accounts Payable Officers
- Legal Services Department
- Field Offices

External

- Department of Lands and Physical Planning
- Magisterial Services
- Department of Police
- Maritime Provincial Administrations
- Provincial Lighthouse Committees
- Non-Government Organizations
- Land Owners and Communities
- PNG Ports

- **Qualifications, Knowledge, Skills, Experience**

Qualification

- Minimum qualification is a Bachelor in Land Administration (Land Management and valuation studies).

Knowledge

- Applied knowledge of Microsoft Office applications
- Good understanding of:
 - Land Act
 - Land Dispute Settlement Act
 - Valuation Act
 - Surveying Act
 - Community Based Security and Maintenance of the Lights Program Framework
 - Merchant Shipping Act
 - National Maritime Safety Authority Act
 - Corporate Plan
 - Papua New Guinea Constitution
 - Criminal Code Act
 - Protection of the Transport Infrastructure Act
 - Incorporated Land Group Act
 - Understanding of management of contracts and agreements

Skills

- High level of interpersonal skills
- Very good negotiation skills
- Very good analytical and problem solving skills
- Very good communication and presentation skills
- Good report writing skills
- Project Management
- Enthusiasm to learn and the ability to apply new knowledge and skills to work practices
- Ability to use initiative, make decisions and provide practical solutions

Experience

- Minimum of 3 years' experience in area of community development.
- Knowledge in land administration and acquisition and land dispute settlement.

6. General Responsibilities

These are standard to all NMSA Job Descriptions.

1. To adhere to all NMSA policies and directives including NMSA Act, Department of Transport Act/Regulations, HR policy Manual, and other relevant Acts and Policies & Procedures
2. To adhere to all employees' responsibility and appropriate conduct stipulated in HR policy Manual
3. Equal Employment opportunity to promote equality of opportunity wherever possible
4. To be responsible of own safety and safety of your colleagues in accordance with Health and Safety clause in HR Manual, NMSA/Maritime Safety Act and OHS Act of PNG
5. To work in accordance with IT policies, email/internet and computer so that NMSA information is protected and not compromised
6. To "Walk the Talk" the NMSA Values, guided by her Vision and accomplishing the Mission
7. To undertake such other duties as may be reasonably instructed or assigned by the Manager Community Development.

Job Description Document Confirmation Section

Job Title: _____

Job Grade: _____

Division/Department/Section: _____

I have read and understood and hereby confirm that this is a true and accurate reflection of this job.

Job Holder – Signature

Print Name

Date

Department Manager – Signature

Print Name

Date