



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Assistant Director of Survey and Mapping Hydrographic Surveying

MINISTRY: National Land Secretariat

DEPARTMENT: Department of Survey and Mapping

LOCATION: Providenciales

JOB SUMMARY:

To facilitate the execution of Hydrographic Surveys to international standards (S-44, S-66) geared towards varying outputs dependent on the client, the most important output being ensuring safe navigation within the Turks and Caicos Islands waters via regularly updating data to inform Nautical Charts. The Turks and Caicos Islands' obligation under SOLAS & UNCLOS includes providing accurate and up-to-date Hydrographic coverage for the safety of navigation. The incumbent is the country's primary representative at the regional and global levels regarding hydrography and enables the department's growth by generating and maintaining multilateral relationships.

KEY DUTIES AND RESPONSIBILITIES:

TASKS AND RESPONSIBILITIES:

Managing/Administrative Responsibilities

- Develop short-, medium- and long-term goals to maintain the unit's productivity and sustainable growth and development.
- Develops project instructions and statements of work
- Generates annual list of objectives for the Hydrographic Unit
- Appropriate delegation of tasks among subordinates
- Prepares the forecast of projects the unit will undertake based on areas of priority as well as other factors deemed necessary based on industry expertise
- Conducts performance appraisal within the established guidelines
- Prepares reports on the status and progress of the Unit
- Assists with the selection of staff for the Unit
- Prepares/Reviews and adjusts cost estimates for the execution of hydrographic survey projects accordingly

Technical/Professional Responsibilities





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

- Oversees the execution of the various Hydrographic Surveys being completed by the Unit, offering guidance, recommendations and solutions to subordinates in the event of complications on any assigned task or job
- Maintains familiarity with current hydrographic survey techniques, procedures, sensors, and software and advocates for the upgrading of these as necessary
- Provides a medium for data sharing with the public and other stakeholders
- Review methodologies being employed by the Unit and make improvements/adjustments where necessary.
- GNSS observations/measurements (Static, RTK) done for benchmarking
- Ensures the preparation of technical reports for completed assignments
- Geodetic levelling (benchmarking)
- Preparation and completion of station descriptions for established marks/monuments/benchmarks.
- Ensures the maintenance of Hydrographic equipment
- Ensures that the Unit observes safety regulations and work standards.
- Provides technical assistance/advice to government agencies, departments and ministries as requested.
- Designs and delivers technical training for the Unit's staff
- Monitors the work of contractors on behalf of the Department and Port Authority
- Collaborates with government organizations in the design and implementation of special projects
- Oversees the research of Hydrographic data to prepare for surveys and to answer customers' queries
- Designs/reviews operational strategies for Hydrographic Survey projects
- Standardization of procedures and Hydrographic data to meet international standards.
- Coordinates the execution of Hydrographic Surveys for designated areas
- Ensures that the final hydrographic products (smooth sheets and technical reports) meet the required standards before issuing to clients.
- Assembles emergency teams to survey channels after storms and hurricanes, as requested by the Coast Guard to clear channels and avert lawsuits.

Other Responsibilities

- Keeps up-to-date with trends and changes in Hydrographic surveys and recommends changes where appropriate
- Establishes and maintains an association with a network of personnel and organizations within the Hydrographic industry.
- Performs other related duties assigned from time to time by the Director

MINIMUM QUALIFICATIONS & EXPERIENCE:

QUALIFICATIONS and EXPERIENCE:

Minimum Qualifications/Requirements
(FIG/IHO/ICA) Category A Certification





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

OR

Post-Graduate Certification in Hydrography or a related discipline

Minimum of five years as a Hydrographic Surveyor with at least three years in a supervisory capacity.

Seaman's Certificate of Nationality

Experience

Boat Handling Certification

500+ Hours Sea time

Basic offshore safety induction and emergency training

Asset:

Project Management Certification

Drone Pilot Certification

Supervisory Management

Delineation of the Outer Limits of the Continental Shelf (UNESCO)

United Nations Convention on Law of the Sea (UNCLOS)

SALARY: Grade 8.1: \$64,985.00 per annum plus allowances

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

