



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

**JOB TITLE:** Deputy Director of Survey and Mapping Operations

**MINISTRY:** National Land Secretariat

**DEPARTMENT:** Department of Survey and Mapping

**LOCATION:** Providenciales

### **JOB SUMMARY:**

This is a senior management role responsible for the administration and leadership of the Survey and Mapping Department, and for the enforcement of the Survey Ordinance across the Turks and Caicos Islands. The post holder oversees daily operations, manages staff, and coordinates all survey field and office data activities in line with approved policies and programs, while providing professional guidance to the public on land and survey matters, as well as including nationwide regulatory compliance.

### **KEY DUTIES AND RESPONSIBILITIES:**

#### **TASKS AND RESPONSIBILITIES:**

##### *Management Responsibilities:*

- Ensure that survey regulations are enforced
- Ensure that systems are in place to educate the public and answer queries regarding Survey and Mapping.
- Ensure that revenues from Surveys are effectively raised, efficiently collected, and accurate records are kept.
- Manage daily departmental operations and planning, organise, assign, and manage the work of all junior officers within the Survey department, and provide day-to-day guidance and direction.
- Performs survey computation, boundary analysis, and provides recommendations for resolving boundary disputes.
- Manage all land surveys and land survey-related projects undertaken by TCIG in accordance with established guidelines and within budget.
- Supervise the periodic monitoring of the occupation of Crown Land parcels and the compilation of reports in respect thereof.
- Maintain a register of all cadastral surveys carried out within the Turks and Caicos Islands and ensure the systematic referencing of all such surveys.
- Reviews and certifies surveys executed by junior surveyors and Authorized Surveyors submitted for registration in accordance with the Land Survey and Land Registration Ordinances.
- Manage and maintain an updated inventory of all surveying tools and equipment.





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- Maintain a register of all cadastral surveys that are required to be executed by the Department, ensuring that a register of all outstanding surveys is kept and maintained at the District Offices and at the Department's main office in Grand Turk.
- Compile monthly reports on the successful registration and/or pending registration of cadastral surveys submitted to the Land Registry for registration.
- Daily monitoring of staff attendance and punctuality by establishing and monitoring an attendance register.
- Conduct performance appraisals/evaluations and provide direction and training to enhance the work performance of subordinates.
- Prepare and submit fortnightly and monthly reports regarding the Survey and Mapping Department operations and revenue collection to the Director.
- Assist in the preparation of the department's budget
- Ensure budgetary compliance
- Be responsible for the effective management and administration of the Survey & Mapping Department Offices during the absence of the Director
- Develop, oversee, monitor, evaluate, and report on the implementation of policies, procedures, and standards within the Survey and Mapping Department.
- Assign staff appropriately to bring about the execution of surveys approved by Cabinet /His Excellency the Governor or other survey projects, and review and certify completed work to satisfy legal requirements
- Adhere to all Public Service codes, rules, and regulations
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- *Administrative Responsibilities:*
- Supervise the maintenance of an attendance register of all staff, including those attached to the District Offices.
- Ensures the maintenance, care, and inventory of all stores, vehicles, and equipment.
- Ensure subordinate officers are aware of their duties and responsibilities, and are provided with a copy of their job description and work plans.
- Ensure the preparation of work plans for all members of the department's Survey Unit within one (1) month of the start of the financial year, and performance is assessed at least twice per year.
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- *Technical Responsibilities:*
- Liaise with the Director about recommendations for necessary amendments to the Survey Ordinance
- Administers, co-ordinates, maintains and extends the national geodetic control.
- Liaise with Public Works Department, principal engineers and contractors regarding road and highway construction within the delineated limits of road reserves.
- Monitors new technology, and evaluates and purchases or propose purchase of new equipment and supplies.
- Investigate any discrepancies in the cadastral survey records, and take action to correct any such discrepancy
- Coordinate the checking/review of Survey files in accordance with the Survey & Mapping Ordinance
- Perform other related tasks as assigned





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## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

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#### **Qualifications:**

- At least a Bachelor's Degree in Surveying and Mapping, Geoinformatics, Geomatics, or another relevant field of study is essential.
- A relevant postgraduate qualification is desirable.

#### **Experience:**

The position requires a minimum of ten (10) years' post-qualification experience in surveying or a related field, of which at least five (5) years must have been gained at a senior level, including experience as a Senior District Surveyor and/or Licensed Surveyor.

Candidates must demonstrate the ability to meet the demands and responsibilities associated with the post.

**SALARY: Grade 9.1: \$75,363.00 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.**

