



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE:	Director of Survey and Mapping
MINISTRY:	National Land Secretariat
DEPARTMENT:	Department of Survey and Mapping
LOCATION:	Grand Turk

JOB SUMMARY:

This is a senior management position with nationwide responsibility for the administration of the Survey and Mapping Department and enforcement of the Survey Regulations under the Land Survey Ordinance throughout TCI. The job holder will oversee the Department's daily functions, manage the staff, and ensure the enforcement of the operations of the department are conducted in accordance with the laws of the islands.

KEY DUTIES AND RESPONSIBILITIES:

Management Responsibilities

1. Develop and implement exemplary processing of surveying, ensuring that surveys are executed and reviewed in accordance with the law and to agreed performance targets.
2. Carry out the duties, functions and responsibilities of the post of Chief Surveyor as stipulated in the Land Survey Ordinance and any other applicable legislation.
3. Establish annual Business Plan for the Survey & Mapping Department with performance indicators to guide the operations of the department.
4. Lead, direct, guide, supervise, mentor and motivate the staff of the Survey & Mapping Department ensuring that work is conducted efficiently, transparently and in accordance with the Department's goals and objectives.
5. Develop, oversee, monitor and evaluate, and report on the implementation of policies, procedures and standards for land surveying and mapping.
6. Plan, implement, deliver and report on the Survey & Mapping work programmes and projects, including budgeting, monitoring and evaluation of inputs and outputs.
7. Provide policy and professional advice to the Permanent Secretary on matters relating to land surveying and mapping and matters related to the functions and responsibilities of the Chief Surveyor including recommendation for legal or procedural change, and matters incidental thereto.
8. Communicate proactively, in writing, electronically and verbally with colleagues, staff, and clients of the Survey & Mapping Department to enable management transparency and the sharing of knowledge and information.
9. Contribute positively and proactively to the business and management culture of the National Land Secretariat working collectively with the senior management team.





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10. Liaise with other agencies, nationally and internationally, including senior government officials, on relevant matters relating to land surveying and mapping.
11. Perform all the functions, duties and responsibilities of a senior manager including, but not limited to, decision-making, team-working, recruitment, staff performance appraisals, and proper Divisional management and administration.
12. Adhere to all Public Service codes, rules and regulations

Administrative Responsibility

1. Creates and maintains a work environment that promotes commitment to tasks, motivation and productivity.
2. Participates in selection of staff for the Survey & Mapping Department.
3. Ensures the conduct of performance reviews.
4. Ensures relevant information is communicated to staff.
5. Ensures training and development needs are identified and steps taken to address them.
6. Ensures the maintenance, care and inventory of all vehicles and equipment.
7. Prepares and submits reports to the Permanent Secretary or otherwise as required

Technical Responsibilities

1. Administers, co-ordinates, maintains and extends the national geodetic control.
2. Oversee the maintenance of land survey records and the TCIG-LIS database
3. Checking / approving of Survey Files in accordance with the Land Survey Ordinance.
4. Investigate any discrepancies in the cadastral survey records, and take action to correct any such discrepancy.
5. Assign staff appropriately to bring about the execution of surveys approved by Cabinet /His Excellency the Governor or other survey projects, and reviews and certifies completed work to satisfy legal requirements
6. Set standards for the format in which digital data should be presented
7. Liaise with the Planning and other Government Departments in relation to design and finalization of crown land subdivisions.
8. Provision of land surveying services over Crown land or land being acquired by the Crown.
9. Liaise with the AG's Chambers, the Investment Unit, Planning, and other Government Departments in matter relating to investment, lease and/or sale of crown land, by giving technical and professional advice, where appropriate.
10. Assist and offer technical advice in the processing of application for Leases / Title over Crown Land, by providing appropriate comments in relation to all such applications.





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11. Writes or directs the writing of descriptions of land to satisfy legal requirements according to standard surveying practices.
12. Appears as expert witness in court in cases involving land or boundary disputes.
13. Liaise with public works department, principal engineers and contractors regarding road and highway construction within the delineated limits of road reserves.
14. Formulates and recommends legislative amendments arising out of the operation of the Ordinances.
15. Monitors new technology, and evaluates and purchases or authorizes purchase of new equipment and supplies.

MINIMUM QUALIFICATIONS & EXPERIENCE:

QUALIFICATIONS and EXPERIENCE:

The job holder must possess:

- A Bachelor of Science Degree in Surveying and Mapping Science from a recognized Institution, or equivalent and hold license to survey from a national body.
- An appropriate and relevant postgraduate qualification, such as a Master of Business Administration or Master of Public Service Administration/Management.
- Membership to an internationally recognized professional body, such as the Royal Institute of Chartered Surveyors (RICS).

Experience:

The job holder must have at least ten (10) years' experience as a Surveyor, five (5) of which must be graduate experience at the senior management level to respond to the challenges that are encountered in the performance of the functions associated with the post.

SALARY: Grade 10: \$87,398.00 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.





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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.

