



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Senior Hydrographic Surveyor

MINISTRY: National Land Secretariat

DEPARTMENT: Hydrographic Unit/ Survey & Mapping Department

LOCATION: The job is based in Providenciales, but at the discretion of the Head of Department, may be relocated to another part of TCI.

JOB SUMMARY:

To supervise hydrographic surveys to international standards (S-44, S-66), supporting safe navigation and orderly coastal development in the Turks and Caicos Islands. Lead departmental hydrographic operations and ensure compliance with SOLAS and UNCLOS obligations for accurate, up-to-date charting. Provide scientific, engineering, and technical expertise to plan, manage, design, implement, and maintain nationwide hydrographic systems, policies, and procedures, including the use of crewed and autonomous floating survey platforms.

KEY DUTIES AND RESPONSIBILITIES:

Supervisory Responsibilities

- Provides leadership through example and the sharing of knowledge and skills
- Assists in the development of the branch's work plans and budget
- Monitors the implementation of objectives and assesses results
- Monitor employees' compliance with the policies and procedures of the Unit
- Assist with the conducting of performance appraisal in accordance with established guidelines
- Consults with clients to discuss details of survey requirements
- Prepares cost estimates with respect to the surveys to be executed
- Prepares reports on the status and progress of the assignments
- Assists with the training of staff
- Formulates and conducts research as required by IHO policy.
- Resource planning;
- Produce reports or publications that will address field concerns and direct research teams in all program phases.

Technical/Professional Responsibilities

- Executes hydrographic surveys in accordance with required standards
- Carries out checks to assess the accuracy and completeness of work done and to ensure standards are maintained
- Monitors and gives guidance in the preparation of hydrographic smooth sheets and amendment of errors detected





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

- GNSS observations/measurements (Static, RTK) made to support benchmarking
- Ensures the preparation of technical reports for completed assignments Geodetic levelling (benchmarking)
- Preparation and completion of station descriptions for established marks/monuments/benchmarks.
- Develop standard operating procedures (SOPs) for new systems, methods and processes.
- Ensures team vehicles and equipment, including survey launch, are properly maintained in a survey-ready state.
- Oversees the maintenance of survey instruments and equipment in accordance with established safety guidelines
- Preparation and completion of station descriptions for established marks/monuments/benchmarks.
- Directs the testing and calibration of new and used equipment
- Uses specialized industry software such as Hypack, POSPac MMS, CARIS HIPS and SIPS, Qimera, QGIS, Qinsy, ArcGIS Pro, Fledermaus, Matlab, Python & Discover in the processing and presentation of acquired Hydrographic Survey data.
- Exercises professional leadership and provides consultation in Hydrography.
- Supervises staff.
- Evaluates performance
- Interviews candidates
- Resolves complaints
- Provides technical supervision

Other Responsibilities

- Keeps abreast of trends and changes in the hydrographic industry and makes recommendations for relevant technologies and approaches to be integrated into the discipline
- Establishes and maintains association with a network of personnel and organizations within the Hydrographic industry
- Performs other related duties assigned from time to time by the Chief Hydrographer.

QUALIFICATIONS and EXPERIENCE:

Qualifications

- (FIG/IHO/ICA) Category A Certification in Hydrography OR
- Post-Graduate Certification in Hydrography or a related discipline

OR

- IHO Category B Certification





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

Experience

- Minimum of five years as a Hydrographic Surveyor with at least three years in a supervisory capacity.
- Boat Handling Certification
- 300+ 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)
- Special Conditions Associated with the Job
- Frequent travel for IHO summits, council meetings and other Hydrographic events (UNGGIM, MACHC, IHO assembly)

SALARY: Grade 7.1: \$54,670.00 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.

