

SIERRA LEONE CIVIL SERVICE

JOB DESCRIPTION

Assistant Director, Surveys

Job Details

Job Title: Assistant Director, Surveys **Supervisor/Manager Title:** Deputy Director, Surveys and Lands

MDA: Ministry of Lands, Housing and Country Planning

Unit/Division/ Directorate of Surveys and Lands **Grade:** 9
Division

Job Summary

The jobholder is responsible for planning, organising, controlling and coordinating the activities of a group of professional technical staff involved in land surveying and in the production of maps and charts.

Key Duties

Duty/Responsibility	Estimated Percentage of time (%)
Develop and update Geographic Information System (GIS) to build cadastral or maps.	10%
Review survey plans done by licensed surveyors to ensure their compliance to surveying principles and standards and facilitate their approval.	15%
Compile data on land allocation, land bank management and other land related matters for effective decision making.	15%
Plan, direct and coordinate the work of survey parties and related staff engaged in surveying to achieve set targets.	10%
Prepare report on legal description and evidences of land for informed decision making.	10%
Compute survey plans and process state land acquisition documents for approval.	10%
Participate in the preparation of annual work plan and budget for the Directorate.	5%
Prepare and submit monthly report on the activities and performance of the Survey Unit.	15%
Participate in developing regulations, byelaws and standards as well as the formation of land policies and programmes.	10%

Occasional Duties

The jobholder may be required to:

- Attend workshops, seminars, meetings, conferences, etc.
- Perform any other duty assigned

Judgement and Decision-Making

The jobholder provides recommendation(s) on technical and managerial issues which may arise.

Educational Requirements

- A minimum of Bachelor's Degree in Surveying, Geo-Spatial Sciences or a Bachelor's Degree in Geography plus a Diploma in Surveying obtained from an accredited institution.
- A candidate with a minimum of three (3) years full-time training in Land Surveying at the National Survey Training School or a recognized institution will be an added advantage.

Related Job Experience

A minimum of six (6) years experience in land surveying with three (3) years in a supervisory role.

Competencies/Skills

- Advanced knowledge of state and local laws, codes, regulations and ordinances related to land surveying;
- Ability to interpret and apply rules, regulations, policies, procedures, legislation and codes pertaining to land surveying;
- Extensive knowledge of survey and mapping software
- Ability to supervise, plan, organize and direct the work of professional and technical staff engaged in surveying and mapping;
- Ability to vet survey plans and adjust survey data;
- Ability to establish and maintain effective working relationships with associate and members of the public;
- Ability to manage multiple assignments and priorities;
- Strong attention to technical detail and accuracy;
- Excellent reasoning, investigative, analytical, and problem solving ability;
- Ability to negotiate mutually acceptable solution and building consensus;
- Ability to work under tight deadlines and be adaptable to changing assignments;
- Excellent oral and written communication skills;
- Interpersonal skills

Work environment

The job is mostly an office-based role with minor hazards and moderate exposure to physical activities such as prolonged use of the computer. There is also a frequent requirement to make an early start or late finish as well as work on weekends.