

**SIERRA LEONE CIVIL SERVICE**

**JOB DESCRIPTION**

Deputy Director, Surveys and Lands

**JOB DETAILS**

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

**MDA:** Ministry of Lands, Housing and Country Planning

**Unit/Division/Department:** Surveys and Lands Division      **Grade:** 10

**Job Summary**

The job holder is responsible for assisting with the provision of policy guidance and technical advice on surveys, mapping, land management and related matters. He/she is also responsible for assisting in coordinating the activities of a group of professional technical staff involved in land surveying and in the production of maps, charts and land information.

**Key Duties**

Duty/Responsibility	Estimated Percentage of time (%)
Provide support for the development, review and implementation of policies and strategies to facilitate land surveying and management activities.	10%
Provide support for coordinating activities relating to surveying of parcels of land, mapping and general administration of state land.	20%
Review and facilitate the approval of survey plans done by licensed surveyors to ensure their compliance to surveying principles and standards.	25%
Conduct and oversee business process reviews of the Directorate's activities.	10%
Provide professional counsel and technical advice to the Ministry's officials and land surveyors on surveys, cadastral boundaries, mapping and related matters.	15%
Provide advice on litigation matters, and may act as an expert witness in cases involving surveys and other matters involving disputed lands and boundaries.	10%
Supervise the staff of the Directorate in the daily performance of activities towards the achievement of set goals and targets.	10%

## Occasional Duties

The jobholder may be required to:

- Provide support for disaster management
- Perform any other official duty assigned

## Judgement and Decision-Making

The jobholder would make recommendations on surveys and mapping.

## 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 or related field 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 eight (8) years experience in surveying and land management with three (3) years at supervisory level.

## Competencies/Skills

- Good knowledge of state and local laws, codes, regulations and ordinances related to land surveying and land administration;
- Considerable knowledge of legislation pertaining to land administration;
- Extensive knowledge of survey and mapping software;
- Ability to supervise, plan, organise and direct the work of professional and technical staff;
- Ability to critically appraise maps and vet survey plans;
- 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 analytical and problem solving ability;
- Ability to negotiate mutually acceptable solutions and building consensus;
- Ability to work under tight deadlines and be adaptable to changing assignment;
- Excellent oral and written communication skills;
- Interpersonal skills.

## Work Environment

The job is mostly an office-based with minor exposure to hazards and moderate exposure to physical activities such as prolonged use of the computer and infrequent travels to the provinces. There is also an infrequent requirement to make an early start or late finish.

