

**SIERRA LEONE CIVIL SERVICE**

**JOB DESCRIPTION**

Director, Surveys and Lands

**JOB DETAILS**

**Job Title:** Director, Surveys and Lands      **Supervisor/Manager Title:** Minister / Permanent Secretary

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

**Unit/Division/Directorate:** Surveys and Lands Division      **Grade:** 11

**Job Summary**

The job holder is responsible for providing policy guidance and advice on issues relating to surveys, mapping and land management in the Country. He/she is also responsible for planning, organising and 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 (%)
Lead the development, review and implementation of policies and strategies to facilitate land surveying and management activities.	10%
Coordinate activities relating to surveying of parcels of land, mapping and general administration of state land including the signing of state land survey plans.	15%
Review survey plans done by licensed surveyors to ensure their compliance to surveying principles, standards and countersign them.	20%
Lead the determination or review of criteria for membership of the Licensed Survey Association and supervise to ensure applicants meet the set criteria for membership.	10%
Provide professional technical advice to the Ministry's officials 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%
Direct and manage the staff of the Directorate in the daily performance of activities towards the achievement of departmental set goals.	20%

## 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 is expected to provide technical advice and comment on survey and lands issues, make final decisions on surveys and mapping and on postings of surveys and lands staff.

## Educational Requirements

- A minimum of Master's Degree in Surveying, Geo Spatial Sciences or Master's Degree in Land Economics, Estate Management, Geography plus a Bachelor Degree in Surveying or related discipline from accredited institution.
- A candidate with a minimum of three (3) years fulltime 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 ten (10) years experience in surveying and land management with at least five (5) years at a managerial level.

## Competencies/Skills

- Extensive 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 solution 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 role with minor exposure to hazards and moderate exposures 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 as well.

