

Opening Date: 16 August 2016
Closing Date: 16 September 2016
Location: Tortola
Vacancy Notice No. 70/2016
Job Classification: Grade 9/11/12
Ministry/Department/Unit: Public Works Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$28,818 – \$60,803.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Surveyor I/II/III

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide assistance in the department to ensure all survey related matters are dealt with professionally and in a timely manner.

MAIN RESPONSIBILITIES

1. Ensures the smooth and efficient operation of the department and the supervision of assigned staff.
2. Administers surveys and computations to final approved plan and utilizes GPS for control and for the execution of surveys in a timely manner.
3. Researches, plans and administers Cadastral, Topographic, GPS and Control Survey efficiently.
4. Assists in the training and mentoring of trainees to ensure a high standard of skill and knowledge is gained.
5. Analyses and adjudicates un-demarcated boundaries, boundary disputes, survey boundaries and land disputes in conjunction with the Registrar of Lands to ensure efficiency.
6. Prepares application to Planning Authority for subdivision approval ensuring accuracy.
7. Administers and maintains records and systems ensuring security of data.
8. Performs as expert witness in court cases as required professionally and efficiently.
9. Keeps abreast of developments in the field of quality improvement and quality assurance.
10. Conduct periodic inventory of equipment and supplies to ensure all equipment is in full working order and supplies are well stocked.
11. Assist with the survey's budgetary preparation and monetary the expenditures to ensure accurate and realistic.
12. Performs any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manages your own resources and professional development
2. Provides leadership in area of responsibility
3. Develops the trust and support of colleagues, stakeholders and line managers
4. Leads, plans and implements change
5. Obtains information for decision making

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Outdoor environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Land Surveying or related area
- Two (2) to Six (6) years practical experience in surveying
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of AutoCAD, use of GPS and Total Stations Surveying equipment
- Good to Sound knowledge and use of Geographical Information Systems, ArcG.I.S or related software
- Good to Sound knowledge of applicable laws, regulations, policies and procedures
- Good to Sound organisational and supervisory skills
- Good knowledge of the use of standard office equipment and relevant software applications
- Sound oral and written communication skills
- Ability to work well under pressure

HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

Public Service Commission
c/o Department of Human Resources
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrcbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.