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### Surveyor Registered

#### Primary Objective of Position

The Surveyor (Registered) ensures that all the surveying services are planned and undertaken efficiently and effectively.

#### Key Outcomes

The Surveyor (Registered) will be accountable for the following outcomes:

- 1) Leadership and management of the survey department and its resources including Survey Teams
  - # Establish the budget
    - # Manage the resources within the budget
    - # Monitoring of expenditure including variations and adjustments
  - # Management of the Performance measures
  - # Project and program implementation
    - # Establish project plan
    - # Monitoring and management of staff
    - # Staff development
- 2) Survey technical services provided
  - # Technical expertise available
    - # Property boundary survey
    - # Survey traverses and control reference points
    - # Pre construction
      - # Road and structure construction set up and control
  - # Survey procedures and processes developed in accordance with policies
- 3) Informed management.
  - # Program achievement
  - # Project reporting
  - # Budgetary reporting
  - # Operational changes
  - # Incidents and events
- 4) Compliant Surveying operations
  - # PWD operational compliance
  - # Statutory compliance - laws and regulations
    - # Health, safety and environment compliance
  - # Design standards compliance e.g standards and conformance
- 5) Continual improvement:
  - # Growth in competence of departmental HR resources
  - # Improvement in compliance (audit)
  - # Increased efficiency and effectiveness (continuous improvement in PMS)
    - # Improved budgetary control and variations
  - # Responsiveness of reporting
  - # Customer satisfaction improvement
  - # Staff satisfaction improving (+ve OHI trend)
- 6) Demonstration of the PWD image and value standards

- # Cooperative managementi tiem –cross functional
- # Efcienti and efective tiem tihati is OH&S and environmentally aware

Duties / Responsibilities (Describes key competencies required to achieve performance levels)

Competence	Competence Description
<b>Business</b>	
Risk Management	Implement and manage a risk assessment program.
Planning	Develop an operations plan to define specific objectives.
Systems and Procedures	Undertake defined modifications/reviews to procedures; draft manuals/instructions.
Information Analysis	Evaluate options and make decisions / recommendations based on information provided.
Documentation	Present information in a report that explores the links between the issues and draws conclusions.
<b>Customer</b>	
Commercial Focus	Analyse the cost aspects of a work area / project and determine its commercial viability.
Quality Focus	Develop quality standards for the organisation.
<b>People</b>	
Leadership	Achieve the vision by establishing clear objectives and empowering units to achieve.
Facilitation	Define the work/problem in broad terms empowering teams to establish objectives, shares accountability.
<b>Professional</b>	
Technical Strength	Develop the technical solution for a situation using fundamental principles and theory - technical adviser.
Technology Application	Leverage technology to achieve work objectives more efficiently.
<b>Interactions</b>	
External	<ul style="list-style-type: none"> <li>Government Officials</li> <li>Line Ministries</li> <li>General Public</li> <li>NGO's / CSO's</li> <li>Landowners</li> <li>Provincial Councils'</li> <li>City and Town Councils</li> <li>Contractors</li> </ul>
Internal	<ul style="list-style-type: none"> <li>Regional and Headquarters</li> <li>Management team</li> <li>All staff</li> </ul>

## Person Specifications:

### Qualifications

#### Preferred

Degree  
Certificate

Surveying  
Registered Surveyor

#### Desirable

Higher Degree incl. Post Grad Cert  
or Dip

Technical specialisation - spatial surveys, GPS/GIS

### Requirements

#### Language Proficiency

Excellent command of English

#### Professional Associations

Membership of appropriate Professional Institutions

#### Regulatory Compliance Requirements

Drivers Licence

### Work Knowledge and Experience

Property, setout and control for roads, bridges, buildings and other infrastructure experience is essential

A competent Surveyor is likely to have over 5 years specialised experience

Experience in submitting and registering plans

Experience in establishing survey stations/control points

### Personal Attributes :

#### Attribute Type

#### Attribute

Behavioural

Accountable  
Achiever  
Detail Oriented

Interpersonal

Perceptive  
Self Sufficient and Assured

Thinking

Challenger  
Decisive  
Disciplined / Systematic  
Holistic Thinker

### How to apply:

**Closing Date:** Friday, 6 November, 2009