



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form OD2.7

1. IDENTIFICATION

AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60ESSL08	
WING: Network Planning, Design & Standards	DESIGNATION/CLASSIFICATION: Senior Surveyor Class 5 - Grade 13		
DIVISION: Engineering Services & Standards	LOCAL DESIGNATION Senior Surveyor Class 5		
BRANCH: Survey and Lands	REPORTING TO: Principal Surveyor Grade 15	SYS. POS. NO:	REF. NO: 60ESSL04
SECTION: Survey	LOCATION: Headquarter - BOROKO		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111 - 60 - A00	10/12/2021	Re-no, Re-design

2. PURPOSE

Co-ordinate the activities of survey consultants in ensuring that there is an efficient execution of surveys for design, construction and maintenance of national highways in PNG.

3. DIMENSIONS

Make available, survey data for design of roads, bridges and buildings infrastructure. Manage survey activities by survey consultants and those executed in-house. With 2 staff in the survey section, provide necessary supervision of all survey projects.

4. PRINCIPLE ACCOUNTABILITIES

The occupant will be reporting directly to Principal Surveyor.

5. MAJOR DUTIES

- 5.1 To ensure efficient execution of surveys for design and construction.
- 5.2 Draft Technical specification for projects that are going to be executed by survey consultants and examine Projects submission for necessary requisitions.
- 5.3 Assist Principal Surveyor in the supervision of survey contracts.
- 5.4 Liaison with relevant department in connection with cadastral surveys for National Highways for land acquisition.
- 5.5 Arrange or execute necessary field surveys to determine or alter land boundaries affected by a particular projection in accordance with laid down procedures.
- 5.6 Liaise with control and coordination section of the National Mapping Bureau to supply control information Network.
- 5.7 Prepare and conduct training courses for subordinate staff.
- 5.8 When required assist in the coordination of survey projects that are to be executed in-house by survey staff.
- 5.9 Assist in the maintenance of survey equipment register.

6. NATURE AND SCOPE

- *The position is structured under HQ establishment under Design Services Division, Survey and Lands Branch.*
- *Coordinate the activities of survey consultants in ensuring that there is an efficient execution of surveys for Design, construction and maintenance of national highways in PNG.*

6.1 WORKING RELATIONSHIP

(a) Internal

This position reports to Principal Surveyor, Assistant Secretary (Survey and Lands).

(b) External

Nil.

6.2 WORK ENVIRONMENT

This is a technical position which attracts technical competent surveyor and must be a professional and experienced officer who holds a degree in surveying seven (7) years experience in the field of surveying.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position requires a surveyor who is well versed with the DOW's Technical, Procedural Manuals and Standard Survey Instructions

Rules/procedures

This job operates under the usual Government and Departmental Rules and Procedures mainly detailed under the General Orders, Public Finance & Management Acts and Financial Instruction, the Department Policies and the relevant agreements between Department of Works and the Governments of Papua New Guinea.

▪ **Decision**

Decision taken shall be in line with the applicable law, standard practices of Land Act/Management, departmental policies and the relevant agreements in place.

▪ **Recommendations**

Any recommendations made should be in line with the applicable Act, manual and other relevant guides, standards and specifications.

8. CHALLENGES

Keeping abreast with new ways in carrying out field surveys by using latest survey instruments and software's. Imparting skills and knowledge to subordinates and training of new staffs.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS/PROFESSIONAL AFFILIATIONS.

(a) Qualifications

Has an appropriate University degree, with major studies in appropriate subjects or equivalent or possession of such other qualification that may be acceptable and PS, must be a member of the

Association of Surveyors of Papua New Guinea. Registration with the PNG Surveyors Board is an advantage.

(b) Knowledge

Well versed with contract management and supervision.

(c) Skills

The occupant must have the ability to plan and direct field operations relating to design and construction projects undertaken by survey consultants.

(d) Work Experience

Has six (6) years' experience in all cadastral and engineering related surveys for design and construction and must have a lot of experience in Contract Management.