

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry: Ministry of Infrastructure and Sustainable Energy</b>		
<b>2. Position Title:</b> Engineering Surveyor	<b>3. Salary Level:</b> L9-7	<b>4. Division:</b> Civil Engineering Division
<b>5. Reports To:</b> Senior Site Engineer	<b>6. Direct Reports:</b> Principal Civil Engineer and Director General	
<b>7. Primary Objective of the Position:</b> The role is responsible to carry out survey needs of MISE, including topographical surveying, detail and setting out survey associated with engineering design and development project such as bridges, roads and other civil infrastructures.		

<b>8. Position Overview</b>	
<p>9. Financial: NIL</p>	<p>10 Legal: Kiribati National Conditions of Service 2012 Traffic Act 2006 Civil Aviation Regulations Occupation Health and Safety Survey Policy and Standard</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Colleague</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Externally request of technical advices and assistance</li> <li>• Request on funding support on survey technology equipment for purchasing</li> <li>• Complexity of mapping work</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• Other Ministries</li> <li>• Public Servants</li> <li>• Rural Servants</li> </ul> <p>To be referred to Manager Head of Division the scope and details of project or activities for mapping and analysis sites.</p>

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Office Activities	<ol style="list-style-type: none"> <li>1. Establishing Benchmarks/Control marks to the highest degree of accuracy required for survey controls</li> <li>2. Carry out detail &amp; drone survey to map and design existing and new engineering projects,</li> <li>3. Processing and analyzing survey data for graphical presentation for other users,</li> <li>4. Ensure data meets appropriate survey accuracy and standards for quality assurance and quality control.</li> <li>5. Provide independent data interpretation while effectively maintaining data documentation.</li> </ol>	Recurrent activities manage to achieve on timely basis
Field Activities	<ol style="list-style-type: none"> <li>6. On site survey both rural and urban development.</li> <li>7. Capture every field data required to satisfy other requirements of EIA, Coastal Monitoring &amp; Assessments etc,</li> <li>8. Research and study observation onsite in order to develop more efficient mapping or photographs of the site.</li> <li>9. Use of survey tools for better monitor on the existing assets or infrastructures onsite.</li> </ol>	Weekly basis activities.

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	10. To ensure that every legal and standard aspects of both engineering and surveying are fully complied.	
Supervision	11. Monitor and maintain good working conditions of survey hardware and software.	Survey equipment and software are all in great working order with valid licenses

10. Key Challenges	11. Selection Criteria
<ol style="list-style-type: none"> <li>1) The use of advance technology of Surveying tools</li> <li>2) Communicate with other Division to obtain best solution of the problem.</li> <li>3) Able to follow international surveying standards and practices.</li> </ol>	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> 1. Degree in Land Surveying OR 2. Certificate with 10 years' experience in survey work.</p> <p><b>Experience:</b> 1 year of working experience in surveying and other related fields            Certificate with 10 years survey work experience.</p> <p><b>Job Training:</b> To be trained on job</p> <p><b>Prerequisite:</b> NIL</p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>• Coherent with appropriate standards</li> <li>• English Language</li> <li>• Customer Services</li> <li>• Education and Training</li> <li>• Survey on the field</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>• Active listening</li> </ul>

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	<ul style="list-style-type: none"><li>• Critical thinking</li><li>• Report writing</li><li>• Advance in engineering solving problem</li><li>• Well Communicate</li><li>• Advanced using the inspection tools</li><li>• Advance in Microsoft Project, Excel and Work</li><li>• GIS tools</li></ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"><li>• Concern for others</li><li>• Understand key of moral ethics</li><li>• Self Control</li><li>• Integrity</li><li>• Team work</li></ul>
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