



Applications are invited for suitable qualified candidates to fill the following positions within the Surveys and Mapping Division at the National Land Agency.

Assistant Surveyor (Vacant)

The successful candidate will report to the Snr. Surveyor (Geodetic)/Snr. Hydrographic Surveyor, as assigned.

Job Purpose:

Assist with the execution of surveys for establishment and maintenance of the Geodetic Control Network and the production of topographic plans and hydrographic smooth sheets.

Key Outputs:

- Pre-field research undertaken
- Field observations carried out
- Computations and data processing carried out
- Topographic plans and hydrographic sheets drafted
- Geodetic and photo-point controls descriptions drafted
- Surveying instruments and equipment maintained
- Technical and other related assignment reports prepared

Key Responsibilities:

Managing/Administrative Responsibilities

- Coordinates the work of Field Assistants and labourers on field assignments

Technical/Professional Responsibilities

- Carries out survey observations and measurements for topographic, geodetic and hydrographic surveys
- Records and processes data collected from observations
- Drafts topographic plans and hydrographic sheets from processed data
- Drafts geodetic and photo-point control descriptions

- Assists with maintenance of survey instruments and equipment in accordance with established safety guidelines
- Undertakes searches and investigations for information required in preparation for field assignments
- Assists with the preparation of expenditure and technical reports for assignments
- Conduct the checking of GNSS/EDM equipment against the National Calibration Network and the preparation of accuracy reports

Other Responsibilities

- Keeps abreast of trends and changes in surveying
- Performs other related duties assigned from time to time by the Supervisor

Performance Indicators

- Preparatory work for assignments are carried out within the established procedures
- Topographic and hydrographic plans and sheets are submitted in a timely manner to supervisor
- Data collected and processed on a timely basis
- Reports are accurate and submitted within agreed timeframe
- Drafts for geodetic and photo-point descriptions are done in accordance with standard practice
- Safety and quality standards are consistently observed in the execution of field work
- Instruments and equipment are maintained to established safety standard

Required Competencies/Skills:

The post-holder should be able to demonstrate:

- Good interpersonal skills
- Good oral and written communication skills
- Sound time management skills
- Sound knowledge of Land Surveying observation techniques
- Excellent computation skills
- Competence in the use of related computer applications
- Sound Work Ethics

Required Qualifications/Experience/Requirements

- BSc. Degree in Land Surveying or equivalent qualifications

OR

- Diploma in Land Surveying and two (2) years working experience in Land Surveying
- Seaman's Certificate of Nationality

Special Conditions Associated with the Job

- Exposure to unsafe/unhealthy environment, insects, fumes and hilly terrain or marine environment during field visits
- Long periods of walking or standing
- Extended periods of working with figures and drafting

Resources Managed

- Survey instruments and equipment
- Computer equipment

Authority to:

- Hire casual labour on field assignment.
- Make expenditure of funds as approved for field assignment

Remuneration Package:

-Salary Range (Level 5) - \$2,803,771.00 - \$3,770,760.00 per annum

A letter of application accompanied by a Résumé should be submitted no later than

Friday, April 18, 2025 to jobapplications@nla.gov.jm for the attention of:

The Director, Human Resource Management & Development

National Land Agency

8 Ardenne Road

Kingston 10

We appreciate all responses, but only shortlisted applicants will be contacted.