

Tuvalu Government – Job Description



Position Title:	Survey Assistant	
Level and Salary:	Level 8/7	
Ministry and Department:	Natural Resources	Lands and Survey
Location:	Funafuti	
Reports to:	Chief Surveyor	

JOB PURPOSE:

Assist field survey technician in the carrying out of survey field work as well as routine maintenance of survey equipment.

KEY RESPONSIBILITIES:

1. Assist all survey field work with survey technician as requested by Chief Surveyor.
2. Manage and maintain the upkeep of the survey equipment and software.
3. Assist Survey Technician with other specific survey activities and updates.
4. Report all survey field work to Chief surveyor

MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities)

- 1.1 Ensure survey requests assigned by Chief Surveyor are actioned in a timely manner, and meet the survey standards requirements of the request.
- 1.2 Prepare post survey reports and finalise in line with the departments reporting process, as outlined in the Corporate plan.
- 2.1 Assist Survey Technician in Assembling and setting up of survey target over survey marks
- 2.2 Inspect of visibility along survey and boundary marks.
- 3.1 Holding and levelling the staff and taking tape measurement during survey observations, .
- 3.2 Maintaining of instrument and tools by cleaning, oiling and sharpening of all equipment after every day field work.
- 4.1 Conduct a survey register for pig pen updates and all assessing of trees compensation when required
- 4.2 Carry out simple chain survey for fixing new development features and coastline changes monitoring
- 4.3 Carry out simple boundary definition

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5.1 Carry out any duties that may be assign to him/her by the Land Surveyor from time to time.

MANDATORY REQUIREMENTS:

Candidate should at least have passed form 6/7 and have high scores in mathematics.
Should have basic understanding of both spoken and written English

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)
Good Personality and of self-motivated caliber.
He/ She should be able to work outdoors and should have good relationship with the public, staffs and his or her superiors.