



Surveyors Team Leader Job Description

- **Position Title:** Surveyors Team Leader
- **No of Position:** 1
- **Organization:** Herat Municipality-Support to Herat Municipality Program
- **Duration:** 1 Year
- **Announce Date:**
- **Closing Date:**

Overall Objective of the Position:

Leading a group of surveyors, controlling the site and performed surveys, Data Validation and coordination between the management and surveyors' team are the main responsibility of the surveyor's team leader in this project

Support to Herat Municipality Program

Support to Herat municipality project has been already funded by EU for a period of 30 months to prepare urban upgrading plans for Herat City districts.

The main objectives of the program are to prepare Upgrading plans for the city of Herat in order to better implement community-level development projects in urban programs and improve organizational effectiveness for providing quality and inclusive services, and its specific objectives include the Upgrading districts planning of Herat city areas to be Designed and implementation of development plans and the provision of balanced services and economic development in the Herat city areas.

Assigned duties according to job description as follows:

- ✓ Team management
- ✓ Team controlling with needful instructions
- ✓ Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.
- ✓ Verify the accuracy of survey data, including measurements and calculations conducted at survey sites.
- ✓ Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.
- ✓ Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.
- ✓ Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys.
- ✓ Write descriptions of property boundary surveys for use in deeds, leases, or other legal documents.
- ✓ Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements.

- ✓ Search legal records, survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed.
- ✓ Coordinate findings with the work of engineering and architectural personnel, clients, and others concerned with projects.
- ✓ Establish fixed points for use in making maps, using geodetic and engineering instruments.
- ✓ Train assistants and helpers, and direct their work in such activities as performing surveys or drafting maps.
- ✓ Complete reporting of team work progress and challenges.
- ✓ Prepare weekly and monthly report to the project management team.
- ✓ Additional duties assigned by the project manager other assigned supervisors.

Education and Experiences

1. The incumbent should have at least Bachelor degree in Civil Engineering and Urban Planning.
2. Proper ability of speaking, reading and writing in Dar, Pashto and English languages.
3. At least two years of work experience in technical data collection, supervisors or team leading.
4. Familiar with and GIS, Auto-Cad software's and MS. Office Software's

How to Apply

Eligible candidates are requested to send their CV, Education and Experience Certificates to the following email with the position title subject.

Eu.s.p.municipality@gmail.com

Note: Those persons which have contract with EU-Support to Herat Municipality Program currently, can not apply to this position.