



Samoa Land Corporation

Job Description

1. Job Identification

Job Title:	Team Leader
Department:	Survey
Location:	Headquarters
Reports to:	Manager, Lands Department
Direct Reports:	<ul style="list-style-type: none"> • Chainman • Field Assistant • Survey Technician • Staff Surveyor • Senior Survey Technician

2. Job Purpose

To coordinate and oversee the management and supervision of work for the surveying section. The Team Leader Survey will be required to liaise and work closely with the Team Leader Estates to ensure efficiency and accuracy of land subdivision and land boundary identifications are compliant with Samoa's land use regulations and policies. The person will also assist Manager Lands with land reconciliation process as well as establishing and monitoring internal control systems for the effective and efficient management of Land Assets of the corporation.

3. Key Result Areas

- Planning / Policy Development
- Strategic Management
- Budget Formulation / Financial Management
- Information Management
- Compliance Monitoring
- Performance Management
- Staff Development
- Reporting

4. Main duties and responsibilities

Main Duties and Responsibilities	Deliverables / Outcomes
PLANNING / POLICY DEVELOPMENT	<ul style="list-style-type: none"> • Assist in the coordination and formulation of the department's annual plan and SLC's Corporate Plans. • Contribute towards the development of operational work plans and the performance management framework for the Lands Department. • Prepare and review survey plans • Monitor, collect, collate and provide relevant performance data for which the position is made responsible.
STRATEGIC MANAGEMENT	<ul style="list-style-type: none"> • Manage and supervise the work of the survey section so that objectives for each financial year are achieved. • Assist the Land Division Team in: <ul style="list-style-type: none"> (i) Setting work programs for survey section based on priorities set by management (ii) Ensure all survey allocated tasks are produced on time (iii) Land reconciliation work (iv) Efficiency with land allocation, planning & surveying works.
BUDGET FORMULATION / FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> • Assist in the development of the annual budget for the survey section of the Lands Department.
INFORMATION MANAGEMENT	<p>Maintain and update an accurate records of all surveyed lands (both e-copies / hard copies)</p> <ul style="list-style-type: none"> • Responsible for effective implementation and monitoring of the Digital Cadastral DataBase (DCDB), a computerised map or 'spatial' location showing property boundaries normally in relation to adjoining and other close properties or parcels of land. Commonly used as a basic layer of data used in map based computer programs that gives an outline of the legal boundaries of a property.
COMPLIANCE MONITORING	<ul style="list-style-type: none"> • Assist the Manager, Lands in establishing and monitoring internal control systems for effective and efficient management of Land Assets of the Corporation. • Conduct regular checks for survey equipments

Main Duties and Responsibilities	Deliverables / Outcomes
PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> • Devise a schedule of work with targets for the Survey section and ensure that work targets are achieved. • Institute effective and efficient systems for team and individual performance monitoring and evaluation. • Conduct periodic evaluation of team and individual employee performance.
STAFF DEVELOPMENT	<ul style="list-style-type: none"> • Identify training needs and capacity gaps within the immediate functional work area. • Coordinate with the HR & Administration Department of the Corporate Services Division on the identification and implementation of initiatives to fill identified capacity gaps. • Conduct regular on-the-job training for staff under supervision. Eg fieldwork process, setting up of survey equipments, reading of plans, safety procedures and traversing. Eg. Traverse is a method in the field of surveying to establish control networks. It is also used in geodesy. Traverse networks involve placing survey stations along a line or path of travel, and then using the previously surveyed points as a base for observing the next point.
REPORTING	<ul style="list-style-type: none"> • Prepare monthly and annual reports to submit to Management on the functional work area. • Portray aptness to inspect land areas to monitor use and provide relevant reports.
OTHER	<ul style="list-style-type: none"> • Assist in maintaining a professional public image of the company by being impartial in dealing with clients and prospective clients. • Any other duties as assigned by the Manager, Lands from time to time.

5. Working conditions

Work is performed usually both indoors under normal work conditions in a quiet, clean and comfortable environment and mostly outdoors involved in the course of conducting surveying tasks. Work schedules are established and regular, usually 40 hours per week. The job incumbent might be occasionally required to work extended hours in the evening after usual work hours for special projects within the Lands division.

6. Physical requirements

The Team Leader Survey may require to be both mentally and physically fit due to the nature and scope of the job.

7. Job Profile / Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Education:	<ul style="list-style-type: none"> • Minimum qualification of a Bachelors degree in Surveying OR relevant discipline. 	
Relevant Work Experience:	<ul style="list-style-type: none"> • Minimum 5 years of proven working experience specialising in land surveying. 	
Specialised Knowledge (Technical Competencies):	<ul style="list-style-type: none"> • Good working knowledge with national Surveying system sound understanding with relevant Acts & Regulations in performing surveying in Samoa • Demonstrated ability, skills and knowledge in various survey computer software. Eg Digital Cadastral database, SDR map, Autocad, A2 D and etc 	
Skills and Abilities (Personal Competencies):	<ul style="list-style-type: none"> • Must have good mediation skills in land related matters relating to client • Demonstrated ability to recommend any new projects for the Lands, or monitor, evaluate, and manage the progress of the Corporations ongoing surveying projects • Must have good interpersonal skills and work effectively within a team environment with good command in English & Samoan and (written and oral) • Ability to lead by example by portraying professionalism and positive attitude. 	
Professional Certification:	<ul style="list-style-type: none"> • Must be a licensed Surveyor with a valid practising certificate in Samoa 	