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**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Housing and Lands
- Post:** Principal Survey Technician
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375  
(26 058 074)
- Effective Date:** 18 April 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Survey Technician who reckon at least seven years' service in a substantive capacity in the grade and who –
- (i) possess good organising and supervisory skills;
  - (ii) possess good interpersonal and communication skills; and
  - (iii) are able to prioritise workload and meet tight deadlines.
- Role and Responsibilities:** To be responsible for the effective coordination, supervision and monitoring of work of subordinate staff.
- Duties:**
- 1. To assist the Chief Surveyor, Deputy Chief Surveyors and Principal Surveyors in the performance of their duties regarding the Survey Department, the processing and monitoring of cases of acquisition and leases and any other duties assigned by the Chief Surveyor.
  - 2. To ensure that all preliminary and simple surveys of land are carried out in conformity with existing conventions.
  - 3. To process applications for transfers/renewals/sale of State Lands and submit report.
  - 4. To attend to representations and site meetings regarding State Lands and those regarding private properties proposed to be acquired by Government.
  - 5. To monitor subordinate staff as regards –
    - (i) searches carried out at the Archives Unit of the Ministry, Registrar-General's Department, Supreme Court and Land Administration, Valuation and Information Management System (LAVIMS) regarding land ownership or any land related matters; and

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*for Senior Chief Executive  
Ministry of Civil Service and  
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- (ii) the management/updating of the Acquisition Database and State Land Register Database.
6. To attend Court in cases involving simple land matters and infringement of conditions of approved leases.
  7. To ensure the updating of the Index of Leases, Domain Book, Acquisition Books, Maps and any other land records.
  8. To supervise eviction of squatters from State Lands, including Pas Géométriques.
  9. To effect site control visits to monitor subordinate staff in the performance of their site duties.
  10. To monitor site inspections of land parcels in connection with Land Administration, Valuation and Information Management System (LAVIMS).
  11. To use ICT in the performance of his duties.
  12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Principal Survey Technician in the roles ascribed to him.



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