

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

- Ministry:** Housing and Lands
- Post:** Principal Surveyor
- Salary:** Rs 37,500 x 1,250 – 50,000 (26 65 75)
- Effective Date:** 8 July 2010
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Surveyor who reckon at least four years' service in a substantive capacity in the grade and who possess supervisory, communication and interpersonal skills.
- Role and Responsibilities:** To assist in the formulation, implementation and monitoring of land strategies and policies.
- Duties:**
1. To assist the Deputy Chief Surveyor in the internal administration of the Survey Division.
 2. To supervise, co-ordinate and monitor the work of Senior Surveyors.
 3. To be in charge of all surveys of state lands and lands to be purchased by Government at national level.
 4. To deal with all leases of state lands and ensure that all conditions approved by Government are entered in the deeds and that all deeds are properly stamped and signed and sent to the Registrar-General's Department within the prescribed time-limit.
 5. To draw up agreements granting leases, servitudes and wayleaves.
 6. To deal with the acquisition and exchange of lands and with the grant of wayleaves.
 7. To revise and bring up to date the Domain Book and Index of Leases.
 8. To deal with matters regarding the removal and sale of sand and the opening of sand quarries and sand landing places.
 9. To keep up to date all relevant maps covering the area under his responsibility and to supply control points for mapping purposes.

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*for Senior Chief Executive
Ministry of Civil Service and
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10. To draw up memoranda of surveys and to ensure that they are in compliance with the provisions of the Land Surveyor's Act and all regulations made thereunder.
11. To extend the triangulation and levelling networks.
12. To assist in the implementation of hydrographic projects.
13. To deal with members of the public regarding land matters.
14. To be responsible for vehicles under his charge.
15. To supervise the training of Trainee Surveyors.
16. To provide guidance and training to subordinate staff.
17. To use ICT in the performance of his duties.
18. 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 Principal Surveyors in the roles ascribed to them.



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