



Position Description

Vacancy Title: **Draughtsman (Scheme, Survey, Cadastral & Engineering Plans)**

Location:

Reports To: **None**

Objective

The Draughtsman responsibility is to provide support for the operational management of the Survey Unit within the Land Services team and ensure that proper planning, implementation and monitoring of the unit's Capital projects and core programs are carried out successfully. The incumbent will analyze and provide technical and office support to lead and undertake all plan scheme, cadastral and engineering drawing projects, land titles projects, land title surveys and varied land surveying tasks.

Outcomes

Organisational Stakeholders

1. Surveyor's Office Implementation

- Verification and checking of survey plans for accuracy ensured.
- Readjust all survey data thoroughly maintained.
- Final check on scheme plan designs and area calculations before endorsement ensured

2. Monitoring and Reporting

- Operation of survey projects relating to surveying plan activities on a timely manner observed and monitored.
- Delivery of core functions and capital projects relating to survey plan activities on timely manner ensured.
- All reports submitted with accuracy within the agreed timeframes and met the standard reporting requirements.

3. Supervision and Development Implementation

- Supervise, develop and train junior draughtsman on all Survey aspects to provide very precise survey plan information ensured.
- Effective and timely supervision of subordinate staff and attachés activities and performance to ensure individual work plans are met to enable business continuity and delivery of service provided

4. Customer Service

- Effective and efficient customer and client services based on their needs or requests provided.

5. Compliance & Risk Management

- Delivery of all activities within agreed timeframes and compliant with relevant processes, legislation, Acts and policies.

6. Operation Leadership

- Fully competent and effective staff through efficient supervision, training and mentoring.
- Customers satisfaction through progress of work to provide the level of efficiency required.

7. TLTB image and values standards demonstrate

- Integrity of information maintained
- Confidentiality of information ensured
- Professional and ethical standards sustained

8. Continuous Learning

- Continuous learning and development of own skills and knowledge base is ensured.

9. Efficient and effective delivery of any other assigned work.

Responsibilities - Key Competencies

Competence

Description

Customer

Customer Commitment Demonstrate a commitment to customer service - both internal and external customers.

Competence	Description
Quality Focus	Deliver quality.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.
Mathematical Reasoning	Apply mathematical reasoning.
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies, equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.

Qualifications

Qualification	Discipline	Notes
Preferred		
Other	Fiji Public Service Draughting Exam	
Desirable		
Degree	Geospatial Science, Geography	
Preferred		
Diploma	Geospatial Science	

Work Knowledge and Experience

- At least 6 – 9 years' experience in the field of Plan Drawing in a public or corporate organization
- Wide and proven experience in all aspects of surveying with a very good knowledge of survey and engineering specifications and standards.
- Practical, working knowledge of all aspects of Plan Drawing on Subdivision Schemes, Cadastral Surveys, Redefinition Surveys, Topographical Surveys and Detail Surveys.
- Demonstrated in-depth knowledge and experience in many facets of surveying and engineering plan drawing using AutoCAD & 12D software's.
- Understanding of relevant legislations, policies, Surveying Act, Surveyors Regulation, Notices to Surveyor and Town Planning Act.
- Demonstrate good communication and interaction skills to tactfully deal with staffs within the required legislative and policy framework.
- Possess intellectual, drive capacity, determination and flair in existing grade.
- Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.
- Proficient Computer skills with the capacity utilize AutoCAD & 12D survey software to support the drawing of survey plan and processing of Survey data.
- Service oriented approach, with commitment to supporting the Senior Surveyor in the operational of the Survey unit.
- Demonstrate ability to effectively work within a high performing team environment.
- Ability to prepare and provide accurate and up-to-date reports.

Requirements

Language Proficiency

- Excellent command of English
- Knowledge of another language

Professional Associations

- Membership of appropriate Professional Institutions

Regulatory Compliance Requirements

Driver's License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Area Managers	
	Employees	
	Executive Management	
	Regional and Headquarters	
External		
	Department of Town & Country Planning	
	Fiji Roads Authority	
	Government Ministries	
	iTaukei Land and Fisheries Commission	

Attributes

Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined / Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach
Well Organized	Controls tasks in a well thought out and critical manner

How To Apply

Apply Online Through HRmonise Link

Contact for Enquiries

Contact Name: Seruwaia Bolatini

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Further Contact Information: 3312733

Closing Date: 04 Oct 2024