

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 **Position Title:** Surveyor
- 1.2 **Position Level:** S2
- 1.3 **Major Group:** Architecture & Engineering Services Group
- 1.4 **Sub-Group:** Survey Engineering Services
- 1.5 **Job Location (Complete as appropriate):** Ministry/ Survey and Land Records Divisions: Dzongkhags/thromdes/NLCS HQ
- 1.6 **Title of First Level Supervisor (Official title of the Supervisor):**
Dzongkhag Land Registrar/ Chief Land Registrar/Survey Engineer

2 PURPOSE, DUTIES & RESPONSIBILITIES (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose: To have a dedicated and seasoned support team for the acquisition of primary survey data from personnel with specialized training in detail surveying and mapping.

Duties and Responsibilities	% of Time
Take care of the instructions, work plans and government properties.	
Ensure safe keeping of, cadastral maps, field thrams, survey reports, etc.	
Report on the conditions of stations and benchmarks on the ground.	
Carry out tertiary levelling to improve the height network.	
Prepare a checklist for instruments and stores.	
Carry out 1:5000, 1:25,000 and 1:50,000 scales topographic map field verifications.	

Carry out cadastral survey for (expropriation, Kasho, dispute, original). Boundary demarcation and sub-division.	
Guide map survey for important cities and towns, engineering survey for other agencies and organizations.	
Administrative boundary verifications for gewog and dzongkhag.	
Collection of ownership data, calculation of parcel areas, preparation and authentication of ownership documents	
Engage in various office activities such as submission of field records, digitisation and updating of cadastral maps, computerisation of land records, plotting and printing of documents for field reference and fair drawing. Providing information to landowners as permissible.	
Give preliminary guidance to fresh surveyor recruits.	
Any other assignment.	
Monitoring Encroachment on state land, structures on Chhuzhings	
Submission of encroachment report to Dzongkhag for taking necessary action	
Submission of quarterly report to NLCS on encroachments and Submission of action taken report to NLCS after encroachment has been removed.	
Demarcation of registered land for construction purposes	
Monitoring of Lease and LUC plots	
Verify proposal for new LUC and lease proposal with respect to NLUZ (National land use zoning) data and resolve land conflicts if any	
Detection of change in land use	

3 KNOWLEDGE AND SKILLS REQUIREMENTS (*Minimum requirement for performance of work described – Level of Knowledge, Skill and Ability*):

3.1 Education: Class XII with Diploma in surveying

3.2 Training:

3.3 Length and type of practical experience required: Entry

3.4 Knowledge of language(s) and other specialized requirements:

- Should have reasonable command over written and spoken Dzongkha as well as English.
- Knowledge of at least few other dialects of the country would be considered as added advantage.
- Good vision.
- Friendly attitude.
- Good manual drawing/writing skills.

4 COMPLEXITY OF WORK (*The nature, number and intricacy of tasks, steps, processes or methods involved in work; difficulty and originality involved in work*):

- Fixing of auxiliary control points from trig stations, traverse stations and features in the absence of adequate main control points lead to inaccurate work.
- Maintenance of neatness of maps throughout even after exposure to nature for a long time is difficult.
- Dealing with non-compliance people is often hard and dangerous.

5 SCOPE AND EFFECT OF WORK (*Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization*):

To complement field data collection of other means. Maps have to be revised periodically or have to produce new maps on request or for the areas where there is no coverage. The details and the topography have to be checked periodically for their stability or completeness. The effect of this work is to have up-to date maps, which will contribute towards a creation of a reliable geospatial database for socio-economic developments and other purposes, helping a wide range of users. To monitor encroachment of state land, supervision of land lease and demarcation of land for construction or any purpose enables up-to-date data of stateland including arable and usable land. This would ultimately contribute towards sustainable usage of land and for socio-economic developments.

6 INSTRUCTIONS AND GUIDELINES AVAILABLE

6.1 Instructions: (*Describe controls exercised over the work by the superior; how work is assigned, reviewed and evaluated*)

The Surveyor defines objectives, priorities and deadlines on day-to-day basis, assists employee in minor situations. The work is checked by the Head of Land Record Office of Dzongkhag, Thromdes and NLCS.

6.2 Guidelines: (*Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines*):

Guidelines in the forms of manuals are available but the employee is required to use judgment in interpreting and adapting guidelines in specific cases and may consult the supervisor to make minor deviations. Some of the guidelines are Land Registration Manual, Instruction to Planetabling, Tertiary levelling, photogrammetric plotting, map

indexing, photo indexing, digitisation, Symbology for topographic mapping, etc. governed by the Technical Committee of the Department.

7 WORK RELATIONSHIP (Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization other than contacts with superiors):

Personal contacts are with employees in the same agency or outside the immediate organization. The contacts within the same agency are for administrative and financial matters. The contacts with dzongkhags, gewogs, or local officials are for logistic assistance.

General public (landowners) dealings

8 SUPERVISION OVER OTHERS (Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates):

As a surveyor, supervise over 2 to 4 Survey Field Assistants (SFA) and locals engaged in detail survey work, change in station or clearance.

9 JOB ENVIRONMENT (Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts):

Some physical exertion due to walking, long standing and exposure to extreme weather and terrain condition is there and also risk to life is present since the survey work involves working even in the areas where no one usually goes with exposure to disease like malaria.