

## CALL FOR APPLICATIONS TO FILL VACANCY FOR Principal Land Surveyor

Interested persons wishing to apply for this post are kindly requested to submit a full CV (including details of background and experience) and copies of qualifications relevant to the post to [recruitment.pg@project.green](mailto:recruitment.pg@project.green)

### JOB DESCRIPTION & PROFILE

Title	PTO - Principal Land Surveyor
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#### Job Description

##### Overview

##### About the Project Office:

The Project Office is responsible for the Design and Implementation of green projects. The office plans, manages and leads design strategies for various urban public realm projects. The Office is composed of several professionals including Architect, Project Managers and Technical Supporting Staff.

##### About the Role:

As a Principal Land Surveyor, your tasks will include:

- To carry land surveying services during all phases of the project.
- To set-up surveyed plans, sections and elevations using the proper templates and procedures.
- Carry evaluation of sites prior to land surveying and co-ordinate for the necessary site preparation and permits.
- Co-ordinate and manage for the necessary assistance during site survey.
- Co-ordinate with the architects for the fully understanding of the job survey scope.
- Follow-up on the survey job with the architect until fully completion of survey.
- Work in a team of Quantity Surveyors, Draughtspersons, Project Managers and Architects as necessary.
- Liaise with Site Manager, Project Manager and Contractors for the survey.
- Liaise with R&D to label trees.
- Follow the relative Standard of Procedures.
- Take photographic reports.

- To attend site meetings, meetings and courses as requested by management.
- Responsible to keep surveying equipment up-to standards and ensure proper calibration for valid surveys.
- Responsible to issue accurate surveys and related data.
- Ensure that the surveys are according to universal levels and orientation.
- To translate the survey on ACAD.
- Conduct standard calculations related to specific drawings.
- Ability to work within deadlines and under pressure.
- Establishing and maintaining professional relationships with external stakeholders, being our operators or clients.
- To undergo any training programmes that the Agency deems necessary for the optimum performance in the grade.
- To take due care and diligence in carrying out their functions and in the use of equipment entrusted to them.
- Other duties as may be assigned from time to time.

#### About You:

Candidates shall be of good character, create a positive atmosphere within the Team and be committed to work overtime as directed. The Principal Land Surveyor will be expected to assist the Design Team by preparing Land Surveys. They need to be capable to work on their own with minimal supervision and take own initiative to support the team effectively.

At the time of application, the Candidate needs to prove proficiency in the use of Auto-CAD, be in possession of a clean police conduct not older than six months from the date of this application and be in possession of a Driving Licence Category B and use their own car. The Candidate shall prove past experience in Land Surveying of at least 2 years.

#### Other Information

Project Green is an Equal Opportunities Employer as certified by the NCPE (National Commission for the Protection of Equality) and is committed to a policy of equal opportunity in all aspects of employment and will avoid any form of discrimination in its recruitment procedures.

The Agency reserves the right to withdraw this call at any time and not select any of the Candidates.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). Applicants should do so preferably at application stage or otherwise at the preliminary interview should an applicant be selected for such interview. Details can be obtained by accessing the Malta Further and Higher Education Authority website on [mfhea.mt](http://mfhea.mt) under MQRIC heading.

The Agency shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of

Malta) and any other relevant European Union and national law. For further details, you may refer to the Data Protection Policy on Project Green's webpage [project.green](https://project.green).

Candidates are to note that the submission of any false statement/s or omission, even if unintended, may lead to the cancellation of their application and may render the candidate's appointment liable to termination.

Furthermore, please note that candidates may be asked to submit any documentation in support of the information provided, including but not limited to, proof of qualifications and Police Conduct Certificates.