504-3
Approved by
SI/PRB MOL
2/10/2025

MINISTRY OF LABOR
02 OCT 2025
REPUBLIC OF SOUTH SUDAN

CTG

TERMS OF REFERENCE

Position: Engineering Surveyor
Location: Bor
Length of contract: 5 months – with possibility of extension
Application start: 02/10/2025
Application end: 21/10/2025

OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

GENERAL FUNCTIONS

Role objective:

The primary objective is to provide accurate and reliable survey data to support project design, construction, and monitoring while verifying contractor survey outputs and delivered work quantities based on survey data. The Surveyor will ensure that all works are correctly referenced, levels are established, and completed infrastructure meets design requirements despite the challenging local conditions.

Scope of Work

a) Pre-Construction and Design Support

- Conduct topographical surveys for roads, dykes, and airstrips, including flood-prone and waterlogged areas.
- Establish control points and permanent benchmarks using **RTK GNSS, Total Station, and levelling instruments**, ensuring stability even in black cotton soils.
- Prepare base maps, longitudinal profiles, cross-sections, and digital terrain models (DTM).
- Verify that survey data aligns with engineering design requirements.

b) Construction Phase

- Set out works for contractors, including alignments, centrelines, gradients, and levels.
- Work closely with contractors to verify their survey data, cross-check setting out, and confirm accuracy of benchmarks and reference points.
- Confirm and certify delivered work quantities based on verified survey data, ensuring that contractor claims correspond to actual completed works on the ground.

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- Conduct independent check surveys to validate construction progress.
- Support the Engineer in identifying deviations and recommend corrective actions.
- Monitor works in difficult terrains such as flooded sections, marshlands, and areas with unstable soils.
- Perform as-built surveys for completed works.

c) Post-Construction

- Prepare final as-built drawings and survey records for roads, dykes, and airstrips.
- Verify that completed works conform to approved designs and technical specifications.
- Provide geo-referenced data and documentation required for project handover and long-term maintenance.

Deliverables

- Survey control network reports, including coordinates, benchmarks, and reference points.
- Topographical survey maps, profiles, and cross-sections in **AutoCAD/Civil 3D format**.
- Setting out and verification reports, including validation of contractor survey data.
- As-built survey drawings for roads, dykes, and airstrips.
- Periodic progress survey reports with georeferenced data.

Performance Indicators

- Accuracy and reliability of survey data and benchmarks established.
- Timeliness of survey deliverables in line with project schedules.
- Quality and completeness of survey maps, drawings, and reports.
- Effectiveness in validating contractor survey data and resolving discrepancies.
- Responsiveness to field challenges, including difficult terrain and seasonal access.

Qualifications and Experience

- Degree or Diploma in Civil Engineering, Geomatics, Surveying or related field.
- Minimum **[10 years]** professional experience in infrastructure surveying (roads, dykes, ports or airstrips).
- **Proven expertise in the use of RTK GNSS, Total Station, and precision levelling instruments.**
- Demonstrated ability to **verify contractor survey data** and provide independent validation.
- Strong command of AutoCAD, Civil 3D, GIS, or equivalent software.

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- Experience working in challenging environments with unstable soils, flooding, and restricted access.
- Familiarity with humanitarian operations in South Sudan or similar contexts will be an asset.
- Excellent coordination and communication skills to engage with contractors, local authorities, and project teams.

7. Logistics and Facilities

- The Surveyor will be provided with transport and field support during assignments. For deployments to remote field locations, a Daily Subsistence Allowance (DSA) will be payable to cover meals, accommodation, and incidental expenses
- Survey equipment (RTK GNSS, Total Station, levelling instruments) will be provided by the organization and/or contractor, However, Surveyor **MUST** have own computer installed with AutoCAD, Civil 3D, GIS, and any Other Survey application for their own use.
- The Surveyor must be willing to travel extensively to remote field sites under difficult security and logistical conditions.

8. Ethical and Professional Conduct

The Surveyor is expected to uphold the highest standards of professional ethics and impartiality. Survey data must be collected, verified, and reported with integrity. Confidentiality of project information must be maintained at all times.

- **Qualified female candidates are encouraged to apply for this role.**

How to Apply?

In order to apply for this role please send your CV and Cover letter most preferably by email to the address: **southsudan@ctg.org**

Please also apply **via our HR tool TAYO** which can be accessed via the link provided.

IMPORTANT REQUEST

- Please make sure the subject of your email states **"Engineering Surveyor Application",** or your application might be overlooked.
- Kindly avoid naming your CV as CV, Updated CV, by Job tittle or organization name.
- For hard copy deliveries kindly include position applied for on the envelope.

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