

Job Description for Informal Settlements Unit Surveyors to aid in undertaking Social Needs Assessment Surveys

The Informal Settlement Unit (ISU) is now accepting applications from suitably qualified and experienced persons to fill the posts of temporary Surveyors to assist the Unit in assessing the living conditions of persons living in informal settlements throughout the Turks and Caicos Islands which is scheduled to take place during the period *September to November*.

ISU is encouraging residents with the requisite skill set or aptitude to sign-up for this project, as the Social Needs Assessment Survey is essential for effectively addressing the needs of persons in informal settlements, ensuring relevant support are available and directing persons as to how these services may be accessible.

Prospective Surveyors must be at least 18 years of age and; must sit a written aptitude test; must have a clean police record; must be able to conduct surveys using tablets, possess good numerical and reading skills; must possess strong interpersonal and communication skills; be willing to work evenings and weekends as and when required; and be available to attend three days of training in preparation for the work. If selected, the incumbent will be expected to:

- Locate and visit personally every inhabited or habitable dwelling in the informal settlement (s) to which he/she may be assigned;
- Complete survey forms accurately for each person and each dwelling according to instructions;
- Assist any other Surveyor in the performance of his/her duties in any other informal settlement if so directed by the ISU Supervisor; and
- Assist the ISU Supervisor in the performance of such other duties as the ISU Supervisor may determine.

Selection will be based on successful completion of: Training and Evaluation Test and Mock Interviews.

Exclusions:

- Those persons employed with professional obligations that may conflict with the confidentiality provision within the *ISU*. For example, persons employed within the Royal Turks and Caicos Islands Police Force and the Immigration Department.
- Persons, who were candidates for elective office in the last general election, on the principle that the Survey is a national activity and should be seen as non-partisan, are excluded.
- Persons that do not have or cannot show proof of a clean police record will be excluded.

N.B:

1. **Application forms for persons applying can be collected from the Informal Settlement Unit (ISU) in Providenciales, , from the ISU website:**
2. **Creole and Spanish speaking persons are invited to apply.**
3. **Preference will be given to persons that are qualified for the job.**
4. **All applications must be accompanied by curriculum vitae along with a police record. No application will be processed unless it is accompanied by a police record.**

*Completed application forms must be forwarded to the Informal Settlement Unit, email address: isu@gov.tc; to reach no later than **October 20, 2024**.*