

POSITION JOB PROFILE

INCUMBENT: N/A	DESIGNATION: Yuelliton
POSITION/JOB TITLE: Farm Surveyor Assistant	LOCATION: Yekepa
FUNCTIONAL AREA: ArcelorMittal Liberia	SEGMENT: Yuelliton Projects
DISCIPLINE:	
REPORTING TO: Resettlement Supervisor	BUSINESS UNIT: AM Liberia
No OF PEOPLE MANAGED: N/A	OPERATING UNIT:
DATE & AUTHOR: N/A	TURNOVER:

PRIMARY FUNCTION OF JOB *(Mission)*

<ul style="list-style-type: none"> ➤ Applicants must have the potential and attributes necessary to be trained to perform the tasks of a Survey Assistant efficiently and safely. ➤ Personnel must be knowledgeable about the operation of Handheld GPS (Geographic Positioning system) in taking points, area calculation and tracking access. Essential ➤ Ability to do field report ➤ Ability to record field data and present to management ➤ Be physically fit and willing to work long hours under difficult conditions ➤ Effective Communication (reading, written and verbal) ➤ Ability to concentrate ➤ Teamwork ➤ Good Communication ➤ Ability to conduct community meeting and submit report (Minutes) within 24 hrs. ➤ Prepare reports and graphics to convey the progress of exploration programs. ➤ Adhere to all safety regulations, company rules and policies ➤ Provide effective assistant to all field Survey work. ➤ And any other duties that may be assigned from time to time.

MAJOR DUTIES OF JOB HOLDER *Main Responsibilities. (Mention the differentiating factors, end products and accountabilities where no signoff is needed)*

<p>Safety</p> <ul style="list-style-type: none"> • Adhere to all Health and Safety Policies and Procedures • Actively contribute to site safety policy and new initiatives and respect the implementation of change as directed by the CEO. • Attend monthly safety meetings with department personnel and ensure the agreed action plans are achieved. • Participate in a pro-active safety culture by the identification, development, and review of safe practices and procedures and by ensuring the awareness of all departmental personnel. • Actively promote the compliance of personnel with safe work practices. • Ensure all incidents are reported and investigated according to Company and statutory requirements and all recommended corrective actions are completed. • Ensure all health and hygiene risks in the work areas are identified and reported. <p>Environment</p> <ul style="list-style-type: none"> • Ensure all incidents are reported and investigated according to Company policy and statutory requirements and all recommended corrective actions are completed.
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- Seek advice and assistance from the Environment team in the development and implementation of improvement programs to achieve aspects such as agreed eco-efficiency targets, hazardous waste disposal and spill cleanup.

Employee Development

- Participate in personal Training and Development to improve skills.

EDUCATION REQUIREMENTS FOR THIS POSITION (FORMAL QUALIFICATIONS)

Essential

- Minimum of High School Diploma and Computer Knowledge (Excel and M.S Word)

Desirable

- Minimum of 5 years progressive experience as a Surveyor Assistant, with at least 3 of those years in Farm survey.

KEY EXPERIENCES NEEDED PRIOR TO TAKING THIS POSITION

Essential

- Strong working knowledge of Microsoft Office is required.
- Strong database management and reporting skills.

Desirable

- Excellent oral and written communication skills and a strong commitment to working in a safe and socially responsible manner.
- Excellent problem-solving skills with complex problems, including both definition of the problem and generation and evaluation of solutions.
- Proven people management and contractor management skills.
- Ability to work in multiple-task environment and properly assign priorities.

SPECIFIC SKILLS REQUIRED FOR THIS POSITION

Essential

- Project coordinating skills
- Mentorship qualities – willingness to share knowledge and serve as a role model
- Able and willing to take instruction and have a decision-making capability
- Structured thinker, high level of Intuition and high EQ.

PERSONAL ATTRIBUTES NEEDED TO FULFILL REQUIREMENTS OF POSITION

Essential

- Be physically fit and be able to pass a pre-employment medical examination.
- Interpersonal skills.
- Time management and demonstration of professionalism at work
- Have a sense of urgency to meet deadlines

Desirable

- Prepared to face new challenges

TYPICAL CAREER PATH

1. Surveyor
2. Senior Surveyor

TO APPLY:

Kindly address your letter to: Recruitment Unit, Human Resource Department ArcelorMittal Liberia.

Please submit your letter of application electronically along with your Curriculum Vitae as well as copies of your academic credentials in a **ZIP folder** to: liberia.jobs@arcelormittal.com. **Please note that hard copy application will not be accepted.**

All Envelops or Emails subject line should be marked with the position you are applying for. Deadline for receipt of applications: **September 26, 2021 at 5:00 P.M.** Please note the following: Only short-listed candidates will be contacted.

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY