

<b>Job Title</b>	<b>LAND ADMINISTRATION ASSISTANT</b>
<b>Division</b>	<b>Land Administration</b>
<b>Section</b>	<b>Applications Submission, Processing, Regional Liaison &amp; Monitoring</b>
<b>Location</b>	<b>Head Office</b>
<b>Band</b>	<b>One (1)</b>
<b>Objective</b>	To deal with queries from members of the public with respect to public lands.
<b>Main Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Records lease information or other data provided by members of the public in appropriate register or database.</li> <li>2. Provides members of the public with information from the parcel-based land information system.</li> <li>3. Refers more complicated queries to the relevant manager/officer.</li> <li>4. Ensures the smooth functioning of the waiting area and that all members of the public are dealt with as quickly and efficiently as possible.</li> <li>5. Prepares invoices for rent payment and filing fees.</li> <li>6. Records all payments in register.</li> <li>7. Performs other related duties that may be assigned from time to time.</li> </ol>
<b>Working and reporting relationships</b>	<p><b>Reports to:</b> Senior Land Administration Officer</p> <p><b>Working relationships (internal):</b></p> <ul style="list-style-type: none"> <li>• System Analyst (parcel-based land information system)</li> </ul> <p><b>Working relationships (external):</b></p> <ul style="list-style-type: none"> <li>• Members of the public</li> </ul>
<b>Job specifications</b>	<p><b>Qualifications:</b> 3 GCE 'O' Level/CXC passes including English Language (General).</p>

	<p><b>Experience and Knowledge</b> He/she must be computer literate and able to extract information from the parcel-based land information system. Must have experience in dealing with members of the public.</p> <p><b>Analytical and Logical Skills:</b> Problem Solving. Planning and organising skills.</p> <p><b>Personal Strengths:</b> Flexibility to adapt to changing priorities. Initiative in approach to improving the effectiveness and efficiency of issuing of leases. Determination to achieve stated objectives under pressure from difficult resource constraints. Integrity to ensure that all actions simultaneously conform to business, best practice and compliance requirements. Customer Focus.</p>
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