

<b>Job Title</b>	<b>LAND ADMINISTRATION OFFICER</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>Two (2)</b>
<b>Objective</b>	To assist with the document preparation function for the Section to facilitate the process of availing public lands to let or for sale.
<b>Main Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Issues grants, leases and permits to occupy public lands at the request of the Senior Land Administration Officer.</li> <li>2. Issues letters for permission to mortgage to tenants of public lands.</li> <li>3. Liases closely with the Land Information and Mapping Division to update regularly the parcel-based land information system.</li> <li>4. Processes files for freehold conversion.</li> <li>5. Liases with Regional Offices to co-ordinates the valuation of public land for the purpose of classifying public land in relation to setting reserve prices for its sale or rental rates for letting.</li> <li>6. 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> Land Administration Officer III Land Administration Officer II</p> <p><b>Other working relationships (internal):</b></p> <ul style="list-style-type: none"> <li>• Other Regional Officers</li> </ul> <p><b>External working relationships:</b></p> <ul style="list-style-type: none"> <li>• All lessees</li> </ul>
<b>Job specifications</b>	<p><b>Qualifications:</b> A Diploma in land management or land economics or related discipline, or a Land Surveyors Certificate and experience in land management.</p> <p><b>Experience and Knowledge</b> He/she must have relevant and proven knowledge of land and</p>

property law, land tenure policy and conflict resolution techniques.  
He/she should be computer literate, or willing and able to acquire computing skills.

**Analytical and Logical Skills:**

Problem Solving.

Planning and organising skills.

Written Communication to produce comprehensive reports

**Inter-personal Skills:**

Total quality management skills.

Team Leadership for managing own staff.

Verbal Communication for meetings and presentations at all levels.

**Personal Strengths:**

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.