

# Guyana Lands and Surveys Commission

## Terms of Reference for an Investigation and Enforcement Officer I

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| <b>Job Title</b>                           | <b>Enforcement &amp; Investigation Officer I</b>   |
| <b>Division</b>                            | <b>Land Administration</b>   |
| <b>Location</b>                            | <b>Head Office</b>   |
| <b>Salary Band</b>                         | <b>2</b>   |
| <b>Job Purpose</b>                         | To assist the Senior Investigation and Enforcement Officer (SI&EO) to manage the operations of the Investigation and Enforcement Unit of the Commission in the manner that is consistent with the Commission's rules and regulations and in accordance with the provisions of National Laws in a fair, impartial and transparent manner to promote orderly development of Public Lands   |
| <b>Main Responsibilities</b>               | <ul style="list-style-type: none"> <li>• To ensure that all Investigation and Enforcement functions are carried out effectively, in accordance to prescribe rules and regulations, National Laws and the SOP's</li> <li>• To assist with surveillance activities of State and Government Lands</li> <li>• To efficiently and effective contribute to the execution of the work programme of the unit</li> <li>• To support the preparation and submission of periodic investigation reports to the Senior Investigation and Enforcement Officer</li> <li>• To erect notices and effect on-site demolition and clearance of illegal occupation</li> <li>• To aid continuous monitoring of illegal encumbrances following notices served and due process</li> <li>• To assist with reports of illegal occupation and provide constant update to Senior Investigation and Enforcement Officer</li> <li>• To have pleasant, courteous and cordial working relationships with Regional staff, Head Office, External Agencies and the General Public</li> <li>• Any other related duties assigned by the Senior Investigation and Enforcement Officer</li> </ul> |
| <b>Working and Reporting Relationships</b> | <p><b>Reports to:</b></p> <p style="padding-left: 40px;">Senior Investigation and Enforcement Officer</p> <p><b>Working relationships (internal):</b></p> <p style="padding-left: 40px;">Staff of the Land Administration Division</p> <p><b>Working relationships (external):</b></p> <ul style="list-style-type: none"> <li>• GL&amp;SC Regional Agencies</li> <li>• Counterparts of the Natural Resources Sector</li> <li>• GPF, Clients and General Public</li> </ul>  |
| <b>Person Specifications</b>               | <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• A diploma or certificate in any Social Sciences Disciplines or related Technical areas</li> </ul>   |

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|   | <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• Five (05) CSEC subjects General Proficiency in no less than grade three passes</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 1 year relevant and proven experience in a similar or related area</li> </ul> <p><b>Other skills and knowledge requirements:</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge of the role, functions and goals of land use management areas and/or investigation and enforcement procedures in Guyana, GL&amp;SC and Standard Operating Procedures of GL&amp;SC</li> <li>• Practical knowledge and application of results based techniques and practices</li> <li>• Problem solving, planning and organizing skills</li> <li>• Ability to prepare and present concise oral and written reports</li> <li>• Must be able to operate appropriate devices and tools to support the work of the unit</li> <li>• Must be computer literate</li> </ul> <p><b>Personal characteristics:</b></p> <ul style="list-style-type: none"> <li>• Results oriented</li> <li>• Demonstrate sound ethical values to all staff</li> <li>• Excellent organising and interpersonal skills</li> <li>• Ability to innovate and take initiative to support continuous performance improvement</li> <li>• Determination to achieve objectives under pressure, within challenging resource constraints and competing priorities</li> <li>• He/she must respect confidentiality and must be a person of utmost integrity</li> <li>• Must conduct his/her in a professional manner to uphold the image of GL&amp;SC</li> <li>• Must be willing to develop and sustain attitudes that are consistent with teams and the GL&amp;SC</li> <li>• Must be a person of utmost honesty , reliability and confidentiality</li> </ul> |
| <b>Resources</b>                                | <p>The post holder is responsible for the</p> <ul style="list-style-type: none"> <li>• resources of the unit</li> <li>• GL&amp;SS Properties</li> </ul>   |
| <b>Working Conditions/ Special Requirements</b> | <p>This position requires extensive time in the field</p>   |