

# NON-STANDARDIZED

**APPENDIX A**

## JOB DESCRIPTION CONTRACTUAL POSITION

**JOB TITLE:** Land Management Officer I

**JOB SUMMARY:**

The incumbent is required to be familiar with the State Land regulations and adhere to strict controls related to land distribution management and to provide technical support to the immediate supervisor.

<b>REPORTS TO:</b>	Lands Management Officer II
--------------------	-----------------------------

<b>SUPERVISION GIVEN TO:</b>	
------------------------------	--

**DUTIES AND RESPONSIBILITIES:**

- Reviews applications for various types of actions related to the distribution, management and control of State Lands.
- Reviews files related to applications received by the Division in respect of the above.
- Instructs subordinate officers on the preparation of simple routine memoranda and letters related to the processing of matters.
- Discusses more complex matters with supervising officers.
- On instruction and with initiative, prepares more complex and non-routine memoranda and letters for the review of supervising officers.
- Supervises field staff assigned to the various county offices located throughout the country to ensure that field operations are effectively and efficiently managed.
- Checks local newspapers daily to locate articles related to the matters in progress.
- Other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

<b>KNOWLEDGE:</b>	
-------------------	--

<b>SKILLS AND ABILITIES:</b>	
------------------------------	--

**MINIMUM EXPERIENCE AND TRAINING:**

- B.Sc. in Land Management, Land Surveying, Environmental Science or other related professional discipline from a recognized University.
- Postgraduate training in the area of land management where first degree is in a related field would be an asset.
- At least eight years' experience in areas related to land management matters at a middle management level.
- Computer literacy particularly in areas related to the application of automated techniques used in the management of land.
- Familiarity with the operations of State Land organisations.