

NON-STANDARDIZED

APPENDIX A

<p><u>JOB DESCRIPTION</u></p> <p>CONTRACTUAL POSITION</p>	
<p>JOB TITLE: Land Management Officer II</p>	
<p>JOB SUMMARY:</p> <p>This job requires the incumbent to liaise with the Commissioner of State Lands as relates to Regulations/Compliance regarding distribution, management and control of State Lands, and to monitor subordinate staff while providing guidance for the efficient and timely deliverables.</p>	
<p>REPORTS TO:</p>	<p>Commissioner of State Lands</p>
<p>SUPERVISION GIVEN TO:</p>	<p></p>
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Reviews applications from various types of State organization's and enterprises for priority transactions 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 processes related to the expeditious handling of matters. • Holds regular discussions with supervising officers to apprise on progress of matters, agree on strategy for execution of activities and solve problems related to the management of priority and strategic matters. • On instruction and with initiative, prepares more complex and non-routine memoranda and letters for the review of supervising officers. • Represents the Division at meetings related to the management of State Lands and tenders reports in respect of same. • Other related duties as assigned. 	
<p>KNOWLEDGE, SKILLS AND ABILITIES:</p>	
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<p>SKILLS AND ABILITIES:</p>	<p></p>
<p>MINIMUM EXPERIENCE AND TRAINING:</p> <ul style="list-style-type: none"> • B.Sc. in Land Management, Land Surveying or Environmental Science or other related professional discipline from a recognized University. • Management training as evidenced by professional or sub-professional level qualifications in the area. • 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. 	