

# NON-STANDARDIZED

**APPENDIX A**

<p><b><u>JOB DESCRIPTION</u></b></p> <p><b>CONTRACTUAL POSITION</b></p>	
<b>JOB TITLE: Senior Land Officer</b>	
<b>JOB SUMMARY:</b>	
<p>This incumbent is required to be familiar with the Compulsory Land Acquisition process, portions of the Private Treaty Acquisition process, Reclamation and Reservation of State Lands, as well as other procedures involved in the development of land for State use and for subsequent distribution.</p>	
<b>REPORTS TO:</b>	Commissioner of State Lands
<b>SUPERVISION GIVEN TO:</b>	Junior Land Officer
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• Coordinates and supervises the Land Acquisition, Reclamation of Land and Reservation of State Land.</li> <li>• Collaborates with the Chief Parliamentary Counsel to ensure the publication of the various Legal Notices in Trinidad and Tobago Gazette.</li> <li>• Informs the following agencies of land acquired by the State:               <ul style="list-style-type: none"> <li>▪ The Revenue Officer/Warden</li> <li>▪ Registrar General</li> <li>▪ Ministry of with responsibility for Communications for publication in Newspapers.</li> </ul> </li> <li>• Prepares Estimates of Expenditure for the payment of compensation on acquisition matters.</li> <li>• Other related duties as assigned.</li> </ul>	
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>	
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<b>SKILLS AND ABILITIES:</b>	
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>• B.Sc. in Land Management, Land Surveying or Environmental Science or other related professional discipline from a recognized University.</li> <li>• At least six years' experience in areas related to land development and acquisition matters at a senior level.</li> <li>• Familiarity with the organisation and management of land management data in an automated environment.</li> </ul>	