

SIERRA LEONE CIVIL SERVICE

JOB DESCRIPTION

Assistant Director, Lands

JOB DETAILS

Job Title: Assistant Director, Lands

Supervisor/Manager Title: Deputy Director, Surveys & Lands

MDA: Ministry of Lands, Housing and Country Planning

Unit/Division: Directorate of Surveys and Lands
Division

Grade: 9

Job Summary

The jobholder is responsible for planning, organising and coordinating the activities of a group of professional technical staff involved in land management.

Key Duties

Duty/Responsibility	Estimated Percentage of time (%)
Provide technical guidance for the development and review of all laws governing State Land Management and Administration.	10%
Plan, direct and coordinate the work of Land Management personnel to ensure achievement of set goals and targets.	25%
Lead the identification of land for the National Land Bank to ensure and inform on the availability of land within the country for planning and allocation purposes.	15%
Coordinate investigation on land ownership, disputes, conflicts and recommend appropriate resolution in line with the regulation.	10%
Monitor development of leased land for the identification of defaulters for appropriate action based on lease agreement and legal processes.	15%
Compile attribute and geographical data on land allocation to aid record and distribution of land.	20%
Prepare and submit inputs into the annual report of the Directorate.	5%

Occasional Duties

The role holder may be required to:

- Attend meetings, seminars, workshops, etc.
- Perform any other duty assigned

Judgement and Decision-Making

The jobholder will be required to:

- provide recommendations on land acquisitions and the termination of lease hold;
- Provide advice on plotting of lands to the Country Planting Directorate.

Educational Requirements

- A minimum of Bachelor's Degree in Surveying, Geo Spatial Sciences or a Bachelor's Degree in Geography plus a Diploma in Surveying or related field from an accredited institution.
- A candidate with a minimum of three (3) years full-time training in Land Surveying at the National Survey Training School or a recognized institution will be an added advantage.

Related Job Experience

A minimum of six (6) years experience in land management and administration with three (3) years in a supervisory role.

Competencies/Skills

- Considerable knowledge of legislation pertaining to land management and administration of land related matters;
- Knowledge of the principles and practices of land titles research and boundary determination;
- Ability to interpret and apply rules, regulations and legislation pertaining to land management and administration;
- Ability to effectively lead and manage a team to achieve the delivery of set targets;
- Ability to identify and develop innovative solutions to complex problems;
- Ability to supervise, plan, organize and direct the work of professional and technical staff engaged in land management;
- Ability to establish and maintain effective working relationships with community leaders and members of the public;
- Ability to manage multiple assignments and priorities;
- Excellent investigative and analytical ability;
- Ability to negotiate mutually acceptable solution and building consensus;
- Ability to work under tight deadlines and be adaptable to changing assignment;

- Excellent oral and written communication skills;
- Interpersonal skills.

Work Environment

The role is largely office based with moderate exposure to hazards as a result of exposure to violence and moderate physically demanding activities. There is infrequent disruption to leisure time, overtime, early starts or late finishes.

