

ROLE PROFILE

- 1. Position:** Lands Manager
- 2. Term of Contract:** Three (3) years
- 3. Responsible to:** The General Manager
- 4. Remuneration and entitlement**

(a) Salary

Salary will be in accordance with existing salary package of ACEOs of Government Ministries and Corporations.

(b) Annual Leave

Twenty (20) days per annum.

(c) Sick Leave

Twenty (20) days per annum.

5. Key Accountabilities & Responsibilities

- 5.1 Managing and supervising the work of the Estates & Surveying Sections.
 - 5.1.1 Establishing and monitoring of internal control systems for the effective and efficient management of the division.
- 5.2 Ensuring Estates section deliverables are effective and efficiently achieved through;
 - 5.2.1 Maintaining and updating an accurate Register of Estates of the Company.
 - 5.2.2 Instituting appropriate recovery mechanisms for collecting outstanding payments.
 - 5.2.3 Ensuring timely payment of all revenues due to the Company from employment of its assets.
- 5.3 Ensuring Survey section deliverables are effective and efficiently achieved through;
 - 5.3.1 Ensuring International standard of survey work are met and adhered to at all times.
 - 5.3.2 Ensuring scheduled work targets are achieved at all times

- 5.4 Ensure Legal obligations of the Corporation are effective and efficiently achieved through;
 - 5.4.1 Instituting regular reviews of Agreements on employment of Lease & Selling of Company Lands.
 - 5.4.2 Ensuring that the Terms and Conditions of Agreements on the Leasing and Selling of the Company's estates are adhered to.
 - 5.4.3 Coordination and monitoring of prosecution of breaches.
 - 5.4.4 Coordination & monitoring of Road Contracts & other Land Development matters.
 - 5.4.5 Assist in Planning and Policy Formulation for the Corporation.
- 5.5 Conducting regular on-the-job training for staff under supervision.
- 5.6 Preparing monthly and annual report to Management on the work of the Division.
- 5.7 Assist in coordination and formulation of Annual and Corporate Plans of the Corporation.
- 5.8 Assist in maintaining a professional public image of the Company by being impartial in dealing with clients and prospective clients.
 - 5.8.1 Grievance handling (customary & freehold land issues)
- 5.9 Able to lead by example by portraying a professional and a positive attitude through excellent attendance and pro-active approach, and;
- 5.10 Able to demonstrate creativity through realistic and achievable initiatives.
- 5.11 Any other duties as assigned by the General Manager from time to time

SELECTION CRITERIA (MANAGER LANDS)

1. A tertiary qualification in either Surveying, Land Management, Legal or Economics and 5 years relevant experience or equivalent combination of academic qualification and work experience (Essential)
2. High level of understanding land related matters (Essential)
3. Demonstrated ability in developing and implementing human resource planning and development activities (Essential)
4. Demonstrated ability in the management of staff and operations in a highly demanding work environment (Essential)
5. High level of analytical and decision making skills (Essential)
6. Good command of written and oral in English and Samoan language (Essential)
7. High level of communication and networking skills (Essential)
8. Thinks strategically and; (Essential)
9. Achieves results (Essential)