

TERMS OF REFERENCE AND DUTY STATEMENT FOR THE POST OF MANAGER LANDS DIVISION

THE SCHEDULE: 1

DETAILS:

POSITION : **Manager Lands Department**
REPORT TO : **GENERAL MANAGER**

PART I:

Objectives and Scope:

The Manager Lands is accountable for the efficient and effective operation of the Lands Department.

Duties and Responsibilities:

The Manager Lands must comply with the duties and responsibilities as specified hereunder:

- I. Managing and supervising the work of Lands Department by;
 - a. Establishing and monitoring of internal control systems for the effective and efficient management of the Department.
- II. Ensure Estates section deliverables are effective and efficiently achieved through;
 - a. Maintaining and updating an accurate register of Estates of the Corporation
 - b. Instituting appropriate recovery mechanism for collecting outstanding payments
 - c. Ensuring timely payments of all revenues due to the Corporation from employment of its assets
- III. Ensuring Survey section deliverables are effective and efficiently achieved through:
 - a. Ensuring international standards of survey work are met and adhered to at all time.
 - b. Ensuring scheduled work targets are achieved at all times
- IV. Ensuring legal obligations of the Corporation are effective and efficiently achieved through:
 - a. Instituting regular reviews of Agreements on employment of Lease & Selling of Corporation Lands.
 - b. Ensuring that Terms and Conditions of Agreements on the Leasing and Selling of Corporation's estates are adhered to.
 - c. Coordination and monitoring of prosecution of breaches.
 - d. Coordination and monitoring of Road contracts & other Land Development matters.
 - e. Assist in Planning and Policy formulation for the Corporation
- V. Assist the Investment department in exploring and developing new divestment options for the Corporation
- VI. Secretary of the Land Board sub-committee
- VII. Conducting regular on-the-job training for staff under supervision;

- VIII. Prepare monthly and annual report to management meeting on the work of the Department
- IX. Assist in coordinating and formulation of annual and corporate plans of the Corporation
- X. Assist in maintaining a professional public image of the Corporation by being impartial in dealing with clients and prospective clients: Grievances handling customary and freehold land issues
- XI. Able to lead by example by portraying a professional and a positive attitude through excellent attendance and pro-active approach and able to demonstrate creativity through realistic and achievable initiatives and
- XII. Any other relevant duty as may be directed by the General Manager from time to time.