



Samoa Land Corporation Job Description

1. Job Identification

Job Title:	Land Lease Clerk
Department:	Lands Division
Location:	Main Samoa Land office Level 1 at Tuanaimato.
Reports to:	Team Leader, Estates
Direct Reports:	Team Leader, Estates
Key Relationships:	Internal - SLC staff External –SLC Clients for SLC Lands division

2. Job Purpose

The Land Lease Clerk provides supporting role through provision of general clerical work regarding land lease matters and for maintaining high-quality records in a thorough and organised manner.

3. Main duties and responsibilities

Main Duties and Responsibilities	Deliverables / Outcomes
<p>(1) Perform clerical work Assist Senior Officer with clerical work for land lease matters.</p>	<ul style="list-style-type: none"> Maintain an effective general clerical work e.g. filing, photocopying, answering/making telephone calls and dealing with email communication with clients on land queries.
<p>(2) Perform Database Entry (i) Create and update files for Land lease clients of the Lands division.</p>	<ul style="list-style-type: none"> Regular updating of filing correspondences /documents and Land management system from time to time

(ii) Posting information on the Lands Management system. (LMS)	<ul style="list-style-type: none"> Using Information Technology on a daily basis e.g. word processing, spreadsheets, database, email and internet.
(3) Assist Senior Officers with drafting correspondence	<ul style="list-style-type: none"> Timely provision of draft correspondence for review before issuing notices and letters to clients. Eg. transfer of lands, outstanding arrears.
(4) Assist with conducting Inspections	<ul style="list-style-type: none"> Conduct regular inspections when required and provide reports to Team Leader.
(5) Perform Customer Services Communicating and dealing with the public/clients on land lease matters.	<ul style="list-style-type: none"> Ability to respond to queries and providing information face-to-face, by telephone or via email.
(6) Assist with Mail delivery	<ul style="list-style-type: none"> Timely delivery of mails to clients.
(7) Any other duties as directed from time to time	

4. Working conditions

Work is usually performed indoors under normal working conditions in a quiet and comfortable environment. Schedules are usually established and regular, usually 40 hours per week. The job incumbent may be required to visit land sites and work extended hours in the evening during weekdays, weekend or during Public holidays for special tasks.

5. Physical requirements

Normal physical work environments to perform work using office computer and may also be required to deliver mails to clients from time to time. He/ She may assist with inspections to land lease portfolios if required in the performance of duties.

6. Job Profile / Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION:	Minimum qualification of Samoa Secondary Leaving Certificate level with passes in computing, English, Accounting & Geography.	
SPECIALISED KNOWLEDGE (Technical Competencies)		Knowledge about SLC and its operations & mandates.

SKILLS AND ABILITIES (Personal Competencies):	<p>Excellent Communication and interpersonal and report writing skills.</p> <p>Excellent computing Skills (MS Word, Excel) Public relation skills.</p> <p>Sound work ethics and high level of integrity.</p>	
RELEVANT WORK EXPERIENCE:		<p>Minimum 1 year relevant experience in clerical work.</p>
PROFESSIONAL CERTIFICATION:	<p>Not Applicable</p>	
