



Samoa Land Corporation Job Description

1. Job Identification

Job Title:	Team Leader
Department:	Estates Division
Location:	Headquarters
Reports to:	Manager, Lands Department
Direct Reports:	<ul style="list-style-type: none"> • Land Sale Officer • Land Lease Officer • Land Sale Clerk • Land Lease Clerk • Senior Lease Officer • Senior Land Officer • Senior Land Use Planning Officer

2. Job Purpose

To coordinate and oversee the development and divestment of real estates/land assets for either sale or lease to prospective clients. The position will be required to liaise and work closely with the Senior Land Use Planning Officer and Team Leader Surveying to ensure lands and developments are compliant with Samoa's land use regulations and that design proposals reflect best practice in terms of land use ratios including open space and recreational facilities embedded in estate designs. The person will assist with overseeing the leasing and sale of land in accordance with SLC policies current at the time.

3. Key Result Areas

- Planning / Policy Development
- Strategic Management
- Budget Formulation / Financial Management
- Information Management
- Debt Management
- Marketing
- Compliance Monitoring
- Performance Management
- Staff Development
- Reporting

4. Main duties and responsibilities

Main Duties and Responsibilities	Deliverables / Outcomes
PLANNING / POLICY DEVELOPMENT	<ul style="list-style-type: none"> • Assist in the coordination and formulation of the department's annual plan and SLC's Corporate Plans. • Contribute towards the development of operational work plans and the performance management framework for the Lands Department. • Monitor, collect, collate and provide relevant performance data for which the position is made responsible.
STRATEGIC MANAGEMENT	<ul style="list-style-type: none"> • Manage and supervise the work of the Estates Division so that objectives for each financial year are achieved. • Assist the Land Management Team in: <ul style="list-style-type: none"> ○ Land reconciliation work ○ Efficient land planning and monitoring works • In collaboration with the Manager, Lands Department assist the Investment Department in exploring and developing new investment options for the Corporation.
BUDGET FORMULATION / FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> • Assist in the development of the annual budget for the Lands Department. • Assist in ensuring timely payment of all revenues due to the Company from employment of its assets.
INFORMATION MANAGEMENT	<ul style="list-style-type: none"> • Maintain and update an accurate Register of Land of the Corporation.
DEBT MANAGEMENT	<ul style="list-style-type: none"> • Assist in instituting appropriate recovery mechanisms for collecting outstanding payments on residential leases.
MARKETING	<ul style="list-style-type: none"> • Assist Management and Manager Lands the Manager, Lands in all activities involving the marketing of estate lands for sale or lease to the general public.
COMPLIANCE MONITORING	<ul style="list-style-type: none"> • Assist the Manager, Lands in establishing and monitoring internal control systems for effective and efficient management of Land Assets of the Corporation. • Assist in ensuring that the Terms and Conditions of Agreements on the Leasing and Selling of the

Main Duties and Responsibilities	Deliverables / Outcomes
	Company's estates are adhered to. <ul style="list-style-type: none"> • Liaise with Accounts Section of Investments Department to verify lease payments and ensure timely follow-up on arrears in accordance with SLC policy on arrears management.
PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> • Devise a schedule of work with targets for the Estates Division and ensure that work targets are achieved. • Institute effective and efficient systems for team and individual performance monitoring and evaluation. • Conduct periodic evaluation of team and individual employee performance.
STAFF DEVELOPMENT	<ul style="list-style-type: none"> • Identify training needs and capacity gaps within the immediate functional work area. • Coordinate with the HR & Administration Department of the Corporate Services Division on the identification and implementation of initiatives to fill identified capacity gaps. • Conduct regular on-the-job training for staff under supervision.
REPORTING	<ul style="list-style-type: none"> • Prepare monthly and annual reports to submit to Management on the functional work area.
OTHER	<ul style="list-style-type: none"> • Any other duties as assigned by the Manager, Lands from time to time.

5. Working conditions

Work is performed usually indoors under normal work conditions in a quiet, clean and comfortable environment. Some outdoor work involved in the course of compliance inspections. Schedules are established and regular, usually 40 hours per week. The job incumbent might be occasionally required to work extended hours in the evening after usual work hours.

6. Physical requirements

Normal physical requirements. No prolonged sitting, standing or lifting of heavy objects required to undertake the role.

7. Job Profile / Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Education:	<ul style="list-style-type: none"> • Bachelor degree in Land Management/ Land Use Planning/Development/Environmental Science or relevant discipline. 	Land Management Land use planning qualifications or study. Studies in commercial

CRITERIA	ESSENTIAL	DESIRABLE
		law or Environmental Science & Land Use Planning
Relevant Work Experience:	<ul style="list-style-type: none"> • Minimum 5 years working experience. 	Previous experience supervising staff.
Specialised Knowledge (Technical Competencies):	<ul style="list-style-type: none"> • Good working knowledge of land administration. • Knowledge of financial budgeting and accounting, and marketing. • Experience in debt collection. • Good understanding of human resources and performance management. 	
Skills and Abilities (Personal Competencies):	<ul style="list-style-type: none"> • Ability to use own judgement and initiative to plan, prioritise and meet deadlines. • Ability to demonstrate creativity through realistic and achievable initiatives. • Ability to lead by example by portraying professionalism and positive attitude. • Good conflict resolution, interpersonal and negotiation skills. • Ability to effectively work within a team environment. • Well-developed oral and written communication skills. • Excellent customer service skills with the ability to interact with a wide range of stakeholders. 	
Professional Certification:		
