



Samoa Land Corporation

Job Description

1. Job Identification

Job Title:	Manager, Lands
Department:	Lands Department
Location:	Headquarters
Reports to:	The General Manager
Direct Reports:	<ul style="list-style-type: none"> • Team Leader, Estates • Team Leader, Survey

2. Job Purpose

This position is responsible for effectively managing the process of land leasing, drafting of lease contracts and the monitoring of compliance with contract terms and conditions. The Manager Lands plays an intricate role in marketing and business develop, providing legal advice to the GM on land matters. The position serves as Secretary to the Land Board Sub-committee.

3. Key Result Areas

- Planning / Policy Development
- Strategic Management / Risk Management
- Information Management
- Financial Management / Debt Management
- Legal Advice and Coordination
- Compliance Monitoring
- Marketing
- Performance Management
- Staff Development
- Reporting

4. Main duties and responsibilities

Main Duties and Responsibilities	Deliverables / Outcomes
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PLANNING / POLICY DEVELOPMENT	<ul style="list-style-type: none"> • Participate in the development of the SLC's Strategic Plan, annual corporate plan and business plan. • Assist with corporate restructuring as appropriate. • Prepare and execute/manage the annual work plan and budget for the department. • Devise the SLC's Asset Registration Policy and ensure its annual review. • Draft and review internal policies for land sale and land lease. • Liaise with the Investment Department in instituting regular reviews of agreements on employment of the leasing and selling Corporation's assets.
STRATEGIC MANAGEMENT / PROJECT MANAGEMENT	<ul style="list-style-type: none"> • Manage and supervise the work of the Estates and Survey Sections. • Maintain an effective administration of all land sale and land lease. • Manage and supervise the Division's Land Development Projects (infrastructure).
RISK MANAGEMENT	<ul style="list-style-type: none"> • Develop risk management policies and procedures for the Lands Department. • Establish and monitor internal control systems for the effective and efficient management of the department • Liaise with the Accounts Section to monitor client payments in relation to land leases and land sales. • Contribute to development of policies and procedures aimed to minimising losses from client payment defaults.
INFORMATION MANAGEMENT	<ul style="list-style-type: none"> • Ensure SLC's ownership and rights to land assets is secured in the Ministry of Natural Resources and Environment (MNRE) Land Titles Section. • Ensure maintenance (accuracy and currency) of SLC's internal records of core business investments in land assets, financial assets and shareholdings in any subsidiary companies and joint ventures. • Ensure that the SLC's LMS is reconciled quarterly with the records of the Land Titles Office and reconciled weekly with the records of assets and lease payments held in the accounting system.
FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> • Prepare and manage the budget for the department within limits set by management and the Board. • Ensure timely payment of all revenues due to the Corporation from employment of its assets.
CREDIT MANAGEMENT	<ul style="list-style-type: none"> • Devise and institute appropriate mechanisms for the enforcement of debt recovery for all SLC

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	<p>services (lands, markets, and other investment activities).</p> <ul style="list-style-type: none"> • Contribute to the development of policies and procedures to ensure accurate data is available to assess the credit worthiness of prospective lessees, joint venture partners and other business arrangements.
LEGAL ADVICE AND COORDINATION	<ul style="list-style-type: none"> • Advise the GM on legal matters and coordinate advice from third party legal offices for commercial or legal purposes, including with the Attorney General's Office and with private sector corporate law firms. • Review and draft all legal contracts and agreements pertaining to the SLC. • Assist in addressing all legal issues relating to land disputes or any other SLC related matters.
COMPLIANCE MONITORING	<ul style="list-style-type: none"> • Oversee the monitoring of lessees' compliance with the terms and conditions of their lease contracts, including inspections and monitoring of payments received against lease contracts, advising the GM and Investment Department where breaches are detected. • Oversee the monitoring of SLC's compliance with any lease contracts entered into with as a lessee, advising the GM and the Investment Department where breaches are detected.
MARKETING	<ul style="list-style-type: none"> • Collaborate with the Manager, Investment in the development of the SLC's marketing strategy and advertising of all land approved by the SLC Board for sale or lease by public tender. •
PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> • Devise a schedule of work with targets for functional work areas (Estates and Survey Divisions) and ensure that work targets are achieved. • Conduct periodic evaluation of team and individual employee performance.
STAFF DEVELOPMENT	<ul style="list-style-type: none"> • Identify departmental and individual training needs and capacity gaps within each functional work area. • Coordinate with the HR & Administration Section of the Corporate Services Department on the identification and implementation of initiatives to fill identified capacity gaps. • Conduct regular on-the-job training for staff under supervision, ensuring that an adequate number of staff are trained in the use of the LMS.
REPORTING	<ul style="list-style-type: none"> • Prepares and submits monthly and annual reports to the GM on the work of the Department for decision and policy making

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	<ul style="list-style-type: none"> • Prepares drafts of letters for signature by the GM.
OTHER	<ul style="list-style-type: none"> • Serve as Secretary to the Land Board Subcommittee. • Any other duties as assigned by the General Manager from time to time.

5. Working conditions

Work is performed usually indoors under normal work conditions in a quiet, clean and comfortable environment. Schedules are usually 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. Regular visits to SLC owned land may be required to ensure compliance with lease terms and conditions and with government land use regulations.

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7. Job Profile / Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Education:	<ul style="list-style-type: none"> • A Tertiary qualification in either Surveying, Land Management, Law or Economics. 	Formal training in leadership and management.
Relevant Work Experience:	<ul style="list-style-type: none"> • At least 5 years relevant experience, in a senior land management role. 	
Specialised Knowledge (Technical Competencies):	<ul style="list-style-type: none"> • Demonstrated competence in the area of land administration. • Knowledge of land registration requirements. • Knowledge of land use planning regulation. • Knowledge of project management. • Knowledge of financial budgeting and financial management. 	

CRITERIA	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Good understanding of human resources and performance management. 	
Skills and Abilities (Personal Competencies):	<ul style="list-style-type: none"> • Demonstrated ability to manage staff and operations in a highly demanding work environment. • Demonstrated ability to lead and encourage service related reforms for quality improvement. • High level of analytic and decision making skills. • Good conflict resolution and negotiation skills. • High level communications (oral and written) and interpersonal skills. • Demonstrated personal integrity, strong work ethic and commitment. • Proactive identification of initiatives to improve existing policies and procedures. 	
Professional Certification:		
