



## THE NATIONAL LAND COMMISSION

### ADVERTISEMENT

National Land Commission (NLC) is a Constitutional Commission established under Article 67 of the Constitution of Kenya, 2010 and operationalized by the National Land Commission (NLC) Act, 2012, the Land Act, 2012 and the Land Registration Act, 2012. The broad mandates of the Commission are inter-alia to; manage public land on behalf of the National & County Governments, recommend a National Land Policy to the National Government, advise the National Government on a Comprehensive program for the registration of title to Land throughout Kenya, conduct research related to land & the use of natural resources & make recommendations to appropriate authorities and initiate investigations on its own initiative or on a complaint into present or historical land injustices & recommend appropriate redress. Pursuant to Article 252 1(c) of the Constitution of Kenya and Section 22 of the NLC Act, which provides that the Commission shall have the power to appoint its own staff, the Commission invites applications from suitable candidates for the following vacant positions:

#### 1. LAND ADMINISTRATION AND MANAGEMENT DIRECTORATE

- (i) **LAND ADMINISTRATION OFFICER– (GRADE NLC 7) – FOUR (4) POSTS - JOB REF:NLC/LAM/4/2023**

#### **Terms of Appointment**

The appointment will be on a Permanent and Pensionable terms.

#### **Personal Emolument for the position of Land Administration Officer**

Basic Salary Scale	:	Kshs Min 40,000 – Max 70,000 Per month
House Allowance	:	Kshs. 16,500 Per month
Commuter Allowance	:	Kshs. 10,000 Per month
Leave Allowance	:	Kshs. 15,000 Per annum
Medical Cover	:	As provided by the Commission

**Job purpose:**

The purpose of this job is to collate land information, document, disseminate and initiate basic land administration processes in line with the National Land Commission mandate on administration and management of public land.

**Duties and Responsibilities:**

1. Supervises and assigns duties to the Assistant Land Management Officer
2. Informs on enquiries of land issues;
3. Maintains the file tracking system;
4. Receives feedback from stakeholders;
5. Verifies property status
6. Prepares grants and leases;
7. Receives development applications;
8. Drafts letters forwarding executed titles and documents for registration;
9. Types allocation letters;
10. Receives and file applications;
11. Prepares valuation requisition forms for determination of rent;
12. Drafts letters communicating decisions on applications;
13. Processes applications for land and land development;
14. Prepares inventory of allocated land and vested acquired land.
15. Drafts vesting notices, orders and reservations of acquired land to relevant public institutions.
16. Assists secretariat to the Commission Committee hearings on public land disputes and complaints;
17. Undertakes field visits on monitoring of public land to ensure that public institutions assigned land sustainably manage that land for the intended purposes;
18. Ingests data into the inventory managing Lessor/Lessee Relationships;
19. Collects and collates information on status of registration of rights and interests in land in the country;
20. Assists secretariat formulating guidelines for use by Public agencies, International organizations, Development partners, statutory bodies and State corporations;
21. Maintains and implements individual annual work plans.

**Job Competencies (Knowledge, Experience and Attributes / Skills):**

**Academic Qualifications;**

Bachelor's degree in any of the following disciplines: Land Economics, Land Management, Land Administration, Real Estate Management or equivalent qualification from a recognized institution

**Professional Qualifications / Membership to professional bodies;**

Graduate member in a relevant Chapter of the Institution of Surveyors of Kenya

**Applicants must possess level of knowledge and skills in the following areas;**

1. Communication skills
2. Computing skills
3. Organisational skills
4. Problem solving skills
5. Analytical Skills
6. Decision making skills
7. Map and plan interpretation skills

**MODE OF APPLICATION:**

- i. Candidates should attach all documents to the application form (download from the website).
- ii. Details of academic and professional certificates not obtained by closure of the advert should not be included,
- iii. Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates, transcripts and testimonials during interviews.
- iv. Please note that it is a criminal offence to present fake certificates.

**If you possess or meet the above qualifications, please send;**

- i. Your application letter together with detailed Curriculum Vitae including names of three referees and their full contacts (Name, post office box number, email address, and telephone/mobile phone contact)

ii. Copies of academic certificates and testimonials:

Applicants are advised to visit our [website www.landcommission.go.ke](http://www.landcommission.go.ke) for instructions on how to apply. Applicants **MUST apply both online and submit hard copies** of their applications.

In case you do not hear from us, please consider your application as unsuccessful.

Please note that canvassing for this position will lead to automatic disqualification.

All applicants must meet the requirements of Chapter Six (6) of the Constitution of Kenya.

**The National Land Commission is an equal opportunity employer; women, people from marginalized areas and Persons living with disabilities are encouraged to apply.**

All hardcopy applications should be submitted to:

**THE SECRETARY/CEO  
NATIONAL LAND COMMISSION  
316 UPPERHILL CHAMBERS  
20<sup>TH</sup> FLOOR  
P.O BOX 44417-00100, NAIROBI.**

The applications should reach the office of the Secretary/ CEO, National Land Commission **on or before 18<sup>th</sup> September 2023 by 5.00pm.**