



NATIONAL LAND COMMISSION

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P.O BOX 44417-00100
NAIROBI

CALL FOR APPLICATIONS FOR THE ADVERTISED VACANT POSITIONS

National Land Commission (NLC) is an Independent 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 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 2010 and National Land Commission Act of 2012 section 22 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 & MANAGEMENT DIRECTORATE

(a) Natural Resources Officer – (Grade NLC 7) – One (1) Post

Terms of Appointment

The appointment will be on a Permanent and Pensionable terms.

Personal Emolument for the position of Natural Resources 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 the job is to coordinate establishment and maintenance of natural resources data and information repository for its sustainable use, development and management.

Duties and Responsibilities:

1. Monitor and track the status of various ecosystems in the country and provide recommendations.
2. Identify bankable projects and strategic initiatives for the Commission's natural resources management agenda.
3. Review Environmental Impact Assessment (EIA) reports and provide inputs/advisories.
4. Establish and maintain natural resource registers for referencing, planning and informing policy and sustainable management of natural resources.
5. Coordinate field/secondary data and information gathering, collation, analysis and synthesis for enhanced management of natural capital for posterity.
6. Liaise with National and County Governments and other stakeholders in natural resource sector and identify avenues for partnerships and collaborations.
7. Provide technical input to various natural resource management issues and policy related spheres.
8. Facilitate stakeholder mobilization and general awareness of the Commission's natural resource management portfolio.
9. Ascertain, verify and address diverse stakeholder claims relating to natural resources.
10. Coordinate knowledge management, information and experiential sharing platforms for uptake of natural resource data and information.
11. Coordinate departmental activities report development and documentation.
12. Triangulate natural resource data and information for accuracy, consistency and efficiency.

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

Bachelor's Degree in any of the following disciplines: Natural Resources Management, Forestry, Fisheries and Aquatic sciences, Biological Sciences, Wildlife Management, Conservation Science, Mineral and Energy sciences, Developmental studies, Environmental Science or equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies;

1. Certificate in Geographical Information Systems and remote sensing from a recognized institution.
2. Registered Environmentalist (Lead/Associate EIA Expert).

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

1. Knowledge on relevant legislations, policies and standards governing environment, land and natural resources.
2. Knowledge on professional standards and ethics.
3. Knowledge/skills on Remote Sensing and GIS.
4. Monitoring and Evaluation Skills.
5. Report writing and communication skills.
6. Presentation skills.

MODE OF APPLICATION:

1. Job applicants should attach all requisite academic and professional certificates to the application form which is to be downloaded from the Commission website.
2. Details of academic and professional certificates not obtained by closure of the advert will not be accepted.
3. Shortlisted candidates shall be required to produce originals of their National Identity card, academic & professional certificates, transcripts and testimonials during interviews. Please note that it's a criminal offence to present unauthentic certificates.

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

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 day time telephone/mobile phone contacts)

Visit our **website www.landcommission.go.ke** for instructions on how to apply and to download employment application form. Applicants **MUST apply both online and submit hard copies** of their application.

In case you do not hear from us, please consider yourself unsuccessful.

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

Note:

Upon granting an offer of employment, a successful candidate **MUST** present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following documents;

1. A valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
2. A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI).
3. A valid Clearance Certificate from the Higher Education Loans Board (HELB).
4. A valid Clearance Certificate from an approved Credit Reference Bureau (CRB).
5. A valid Clearance form from the Ethics and Anti-Corruption Commission (EACC).

Applications should reach the office of the Secretary/CEO, National Land Commission by **18th October, 2022 on/or before 5.00pm.**

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 application should be submitted to:

***The Secretary/CEO
National Land Commission
2nd Ngong Road Avenue,
316 UpperHill Chambers Building,
19th Floor, P.O Box 44417-00100,
NAIROBI.***