



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, advice 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) **DEPUTY DIRECTOR LAND ADMINISTRATION AND MANAGEMENT –
(GRADE NLC 3) – ONE (1) POST- JOB REF:NLC/LAM/2/2023**

Terms of Appointment

The appointment will be on a Permanent and Pensionable terms

Personal Emolument for the position of Deputy Director Land Administration

Basic Salary Scale	:	Kshs Min 148,000 – Max 263,000 Per month
House Allowance	:	Kshs. 60,000 Per month
Commuter Allowance	:	Kshs. 18,000 Per month
Entertainment Allowance	:	Kshs. 20,000 Per month
Leave Allowance	:	Kshs. 30,000 Per annum
Medical Cover	:	As provided by the Commission

Job Purpose

The purpose of the job is to provide leadership in the administration and management of public land in line with the mandate of the National Land Commission as provided for in Article 67 (2) of the 2010 Constitution; the National Land Commission Act 2012 Section 5, the Land Act 2012 Sections 7 – 36, the Land registration Act 2012, National Land Policy 2009 and other relevant legislations.

Duties and Responsibilities;

1. Guides the preparation and implementation of the strategic plan;
2. Spearhead setting of the Directorates' performance targets and preparation of work plans;
3. Oversee verification of leases and grants before forwarding for execution;
4. Supervises the analysis of various provisions on leases and agreements;
5. Spearhead implementation of programs and projects under the Directorate;
6. Initiate Squatter Regularization and Formalization Programmes;
7. Lead in setting criteria for identifying persons occupying land as squatters;
8. Evaluates claims on land and makes recommendations for documentation;
9. Formulates the development and implementation of technical standards for service delivery in the Counties; Initiates appropriate action for noncompliance with land development conditions;
10. Steer planning and budgeting for the programmes of the Directorate;
11. Manage performance and capacity building;
12. Puts in place monitoring and evaluating performance and preparation of reports;
13. Directs land administration and management issues which include allocations, preparations of leases and development applications such as renewal of leases, subdivisions and amalgamation;
14. Carry out capacity building for public Land Administrators and Managers.
15. Recommend approval of applications for issuance of letters of allotment on public land;
16. Prepares leases and transfers of land on public land for execution by the Director, Land Administration; Evaluates approval of development applications such as renewal of leases, subdivisions and amalgamation; Analyses land issue and provide recommendations to the Director;
17. Investigates land complaints for consideration by the Commission;
18. Supervises the preparation of the departmental procurement plan;
19. Reviews approval of leave applications;
20. Monitors performance of staff in the department;
21. Oversees handover of allocated land and taking over acquired land;
22. Oversees maintenance of a register of all allocated Public Land, Leases extended/renewed, converted land; and change of /extension of use applications;

23. Oversees vesting of acquired land to relevant public institutions.
24. Coordinates hearings on public land disputes and complaints;
25. Facilities monitoring of public land to ensure that public institutions assigned land sustainably manage that land for the intended purposes;
26. Oversees the management of Lessor/Lessee Relationships;
27. Coordinates monitoring of implementation of Public Land Management Guidelines;
28. Provide Land Management advisory and support to public Institutions;
29. Supervises inspection/audit of all public land including leased or reserved land to ensure compliance with lease/vesting orders, terms and conditions;
30. Oversight revenue collection (stand premium, ground rent, rates, license fees and royalties) on Public Land by National, County Governments and Public institutions;
31. Supervises preparation and issuance of Land Management notices and advisories;
32. Supervises management of the Repository of Land Management Records;
33. Oversight the monitoring program of Registration of rights and interests in land in the country;
34. Oversight formulation of guidelines for use by Public agencies, International organizations, Development partners, statutory bodies and State corporations;
35. Supervises maintenance of land records for faster retrieval of information;
36. Prepares monthly reports;

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

Academic Qualifications;

1. Master's Degree in either Land Administration, Land Management, Real Estate Management, Land Economics or equivalent from a recognized University.
2. Bachelor's degree in any of the following disciplines: Land Economics, Land Management, Land Administration, Real Estate Management or equivalent qualification from a recognized University

Professional Qualifications / Membership to professional bodies;

1. Full Membership of the relevant Chapter of the Institution of Surveyors of Kenya Registration or licensing in the respective field of practice
2. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

Previous relevant work experience required.

Must have served for twelve (12) years, three (3) years of which must be experience in comparable positions in Public Service or from any reputable organization.

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

1. Strategic Leadership Skills;
2. Analytical Skills;
3. Communication Skills;
4. Computing skills;
5. Team leadership skills;
6. Knowledge of budget preparation skills;
7. Presentation skills;
8. Map reading 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
20TH FLOOR
P.O BOX 44417-00100, NAIROBI.**

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