



THE NATIONAL LAND COMMISSION

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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 & 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 2012, 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:

LAND ADMINISTRATION AND MANAGEMENT DIRECTORATE

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

Terms of Appointment

The appointment will be on a Five (5) years contract renewable subject to satisfactory performance.

Personal Emolument for the position of Director, Land Administration and Management

Basic Salary Scale	:	Kshs Min 200,000 – Max 350,000 Per month
House Allowance	:	Kshs. 80,000 Per month
Commuter Allowance	:	Kshs. 20,000 Per month
Entertainment Allowance	:	Kshs. 40,000 Per month
Leave Allowance	:	Kshs. 30,000 Per annum
Medical Cover	:	As provided by the Commission
Gratuity Rate	:	31% of annual basic pay for every year served.

Job Purpose

The position exists to provide strategic leadership, technical expertise and coordination of the Directorate to deliver on their specific functions that contribute to the overall Commission's mandate. These functions derive from the Constitution of Kenya, the Land Act 2012, National Land Commission 2012 and the Land Registration Act 2012.

Duties and Responsibilities;

1. Oversight management of the Land Administration and Management Directorate;
2. Supervises the Deputy Directors in-charge of the Survey Services, Land Administration, Public Land Information Management (PLIM), and Natural Resource Management (NRM) Departments;
3. Provides leadership in Directorate, formulation and review of all policies, procedures and strategies on the core mandates of the Directorate to ensure delivery of Commission's strategies;
4. Oversees implementation of Directorate's programmes to give effect to Commission's mandate;
5. Leads in development of budgets and monitors implementation of planned activities in the Departments within the Directorate;
6. Oversees provision of advisories to national and county government and other stakeholders for sustainable conservation and utilization of natural resources;
7. Oversees development of appropriate policies and strategies recommended for enhanced benefit sharing, access and use of natural resources;
8. Undertakes performance management of staff in the Directorate;
9. Oversees implementation of Commission's resolutions on allocation of public land on behalf of the National and County Governments;
10. Oversight mapping and documentation of all public land;
11. Spearheads regularization and verification of ownership of land in market and urban centres in the Counties;
12. Oversight monitoring of utilization of public land under the management of the designated State Agencies for the intended purposes to ensure sustainable management;
13. Oversight handling of public land disputes and complaints;
14. Spearheads undertaking of public land reservations and conversion;
15. Oversight issuance of consents for public land transactions;
16. Steers the maintenance of up-to-date Public Land Register and records linked to the Public Land Inventory;
17. Oversees implementation of Commission and Management Policy directions in the Directorate;
18. Oversees the development and management of the Commission Plans & Maps Registry;

19. Oversees the development and maintenance of a functional public land inventory (PLI);
20. Oversees the development and maintenance of an effective public land information system (PLIS);
21. Oversees the execution of the land rights monitoring function;
22. Oversees the development of framework and tools for monitoring registration of rights and interests in land;
23. Oversees the overall automation of Commission's land administration and management functions;
24. Facilitates the conversion (scanning, geo-referencing and vectorization) of all hard copy maps and plans; Oversees development and maintenance of inventory of natural resources and generation of databases/ geoportals for supporting decision-making by county and national government on their use and sustainable management;
25. Coordinate the management and maintenance of public land that has endangered or endemic species of flora and fauna, critical habitats or protected areas;
26. Oversees monitoring of ecosystems and provision of recommendations to actors for their conservation and protection;
27. Oversees demarcation of ecologically sensitive areas that are within public lands and prevent environmental degradation and climate change;
28. Oversees the mapping and demarcation of boundaries for important ecologically sensitive public lands to support conservation and wise-use;
29. Oversees inspection/audit of all public land including leased or reserved to ensure compliance with lease/vesting orders terms and conditions; and
30. Guides the preparation and presentation of Commission Papers on Land Administration and Management to the Land and Management Committee of the Commission
31. Oversees the preparation and dissemination of the status of Public Land Inventory in the Country;
32. Leads collaboration with the Ministry of Lands in the development of all Land administration and management issues;
33. Oversees implementation of all land administration and management procedures and operations;
34. Leads the preparation and planning of all survey and geo-referencing fieldwork activities of the Directorate; Undertakes staff performance management in the Directorate;
35. Provides advisories to the Commission and other Directorates on matters touching on public land administration and management, natural resource management, surveying, Land Information Management and Land Rights Monitoring;
36. Oversees the execution of survey support services to Commission Directorates and Departments;
37. Oversees the verification of survey plans and maps received by the Commission;

38. Facilitates ground surveys for field verification exercises;
39. Oversees training of staff in matters survey, land information management and land rights monitoring in the Commission;
40. Initiate the process of setting out performance targets;
41. Preparation and implementation of approved annual work plans and budgets;
42. Guides compliance with the laid down procedures and processes;
43. Signs consents to transfer Land as instruments to facilitate issuance of titles to public institutions;

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

Academic Qualifications;

1. Must have a land related Masters Degree from a recognized University.
2. Must have a Bachelor's degree in any of the following disciplines: Land Economics, Land Management, Land Administration, Real Estate Management, Surveying and Geomatic Engineering or equivalent land related degree from a recognized University

Professional Qualifications / Membership to professional bodies;

1. Full membership in the relevant Chapter of Institution of Surveyors of Kenya or any other land related professional body.
2. A certificate in a leadership course will be an added advantage.

Previous relevant work experience required.

Must have served for fifteen (15) years in the lands sector, five (5) of which must be in a senior management position in a comparable institution;

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

1. Technical competencies in land administration and management;
2. Strategic leadership skills;
3. Analytical skills;
4. Communication skills;
5. Knowledge of budget preparation skills; and
6. Negotiation skills.

INFORMATION TO THE JOBS APPLICANTS:

- i. If you possess the above requirements, submit 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. Applicants are also required to download the application form from the Commission's website, (www.landcommission.go.ke/careers), fill in and attach all documents including copies of academic certificates and testimonials.
- iii. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- iv. Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates, transcripts and testimonials during interviews.
- v. Please note that it is a criminal offence to present fake certificates.
- vi. Applicants **MUST apply both online and submit hard copies** of their applications. To access the online application portal, open the Commission's website and go to online services on the main menu. Select the Recruitment Portal from the drop-down menu. You will be required to register if not already registered and then proceed to apply.
- vii. Please note that canvassing for this position will lead to automatic disqualification.
- viii. Successful candidates shall be required to provide clearance certificates from KRA, EACC, HELB, CRB and DCI.
- ix. Candidates who had applied for these positions earlier and possess the required qualifications are encouraged to reapply.

All hardcopy applications should be submitted to:

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

The applications should reach the office of the Secretary/CEO, National Land Commission on or before **5th December 2023 by 5.00pm.**

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

The National Land Commission is an equal opportunity employer. Women, people from marginalized areas and persons living with disabilities are encouraged to apply.