



## 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) **PRINCIPAL LAND ADMINISTRATION AND MANAGEMENT OFFICER -(GRADE NLC 5) – THREE (3) POST- JOB REF:NLC/LAM/3/2023**

#### **Terms of Appointment**

The appointment will be on a Permanent and Pensionable terms.

Personal Emolument for the position of Principal Legal Officer

Basic Salary Scale	:	Kshs Min 128,000 – Max 223,000 Per month
House Allowance	:	Kshs. 45,000 Per month
Commuter Allowance	:	Kshs. 16,000 Per month
Leave Allowance	:	Kshs. 20,000 Per annum
Medical Cover	:	As provided by the Commission

## **Job Purposes**

The purpose of this job is to implement policies and administrative procedures and processes of land management in line with the National Land Commission mandate on administration and management of public land as provided for in statute

## **Duties and Responsibilities:**

1. Coordinate the implementation of the standard operations, procedures and processes and best practices in land management.
2. Manage staff performance under the officer
3. Manage leave applications for staff.
4. Processes land development applications;
5. Prepares and verify leases/grants and other documents;
6. Undertakes investigations on land complaints and provide advice;
7. Coordinates investigations on suspected grants and leases;
8. Processes cancellations/revocation documents for registration and refunds;
9. Undertakes site inspections for specific cases or requests;
10. Assesses and demand legal fees;
11. Supervises verification of plot attributes in terms of size, ownership, land rent, location and payments based on criteria given;
12. Supervises preparation of letters of allotment for the subplots;
13. Evaluates the authenticity of letters of allotment;
14. Maintains and disseminates land information;
15. Attends to members of the public and offers advice on minor land issues;
16. Presents feedback to stakeholders on land administration and management issues;
17. Implements the annual and individual work plan for the Directorate in line with established timelines and quality standards;
18. Presents feedback to stakeholders on land administration and management issues;
19. Manages handover of allocated land and taking over acquired land.
20. Maintains of a register of all allocated Public Land, Leases extended/renewed, converted land; and change of /extension of use applications;
21. Undertakes vesting of acquired land to relevant public institutions.
22. Handles logistics for hearings on public land disputes and complaints;

23. Handles logistics for monitoring of public land to ensure that public institutions assigned land sustainably manage that land for the intended purposes;
24. Coordinates management of Lessor/Lessee Relationships;
25. undertakes monitoring of implementation of Public Land Management Guidelines; prepares Land Management advisory and support to public Institutions;
26. Handles logistics for inspection/audit of all public land including leased or reserved land to ensure compliance with lease/vesting orders, terms and conditions;
27. Monitors revenue collection (stand premium, ground rent, rates, license fees and royalties) on Public Land by National, County Governments and Public institutions;
28. Prepares and submits for issuance, Land Administration and Management notices and advisories;
29. Manages Repository of Land Management Records;
30. Handles logistics for the monitoring program of Registration of rights and interests in land in the country;
31. Handles logistics on formulation of guidelines for use by Public agencies, International organizations, Development partners, statutory bodies and State corporations;
32. Monitors compliance with development conditions;
33. Undertakes site inspections for specific cases or requests;
34. Maintains and disseminates land information;
35. Implements the annual and individual work plan for the Directorate in line with established timelines and quality standards;
36. Prepares monthly reports.

**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 University

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

1. Full Membership of the relevant Chapter of the Institution of Surveyors of Kenya Registration or
2. Licensing in the respective field of practice.
3. Have Certificate in Management Course lasting not less than four (4) weeks from a recognized institution

**Previous relevant work experience required.**

Must have served for nine (9) 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. Communication skills
2. Interpersonal skills
3. Organisational skills
4. Computing skills
5. Problem solving skills
6. Supervisory skills
7. Map and plan interpretation skills
8. Analytical skills
9. Decision making skills
10. Team leadership 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.**