



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) DATA OFFICER (GRADE NLC 7), THREE (3) POSTS - JOB REF:NLC/LAM/5/2023

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

This position is responsible for the execution of data standards and guidelines and in user support to enhance efficiency and effectiveness in processes and procedures. Additionally, the position provides consolidation in the preparation and custody of geospatial data and information for the Commission

Duties and Responsibilities;

1. Supervises and coordinates field data collection
2. Preserves public land records
3. Administers retrieval of GIS data
4. Validates of metadata
5. Coordinates of public land data and information collection
6. Consolidates of verified parcel boundaries for dispute resolution
7. Carries out boundary identification exercises for inspection of compulsory acquisition
8. Carries out boundary markings for vesting of compulsorily acquired land
9. Coordinates of geo-referencing, digitizing and any other data conversion procedures
10. Performs coordinate transformation procedures
11. Coordinates processing of geospatial records from public institutions
12. Oversees the storage and archiving of geospatial records from public institutions
13. Conducts cataloguing of geospatial records
14. Organizes and correlates geodatabase for public land inventory
15. Maintains and updates data and information backup records
16. Designs map for internal and external use
17. Supervises plotting services
18. Services and maintains data collection and conversion equipment
19. Analysis GIS data to support decision making in survey and land administration in line with the commission's mandate.
20. Ensures quality control of geospatial records
21. Trains Trainers in GIS operationalization and application

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

Academic Qualifications;

Bachelor's degree from a recognised institution in Geomatic Engineering, Geospatial Engineering, Geo-Information Technology, Land Surveying and Photogrammetry, or equivalent qualification from a recognised institution.

Professional Qualifications / Membership to professional bodies;

Graduate member of the Institution of Surveyors of Kenya.

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

1. GIS skills
2. Remote sensing skills
3. Communication
4. Presentation skills
5. Problem solving skills
6. Analytical skills
7. Supervisory skills
8. Interpersonal skills
9. Organizational skills
10. Computing skills
11. 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
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.**