



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Director of Crown Land Unit

MINISTRY: National Land Secretariat

DEPARTMENT: Crown Land Unit

LOCATION: Grand Turk

JOB SUMMARY:

The Director of Crown Lands is responsible for the management of all Crown Lands in the Turks and Caicos Islands, other than protected areas, in accordance with the applicable laws and policies. The Director has overall responsibility for organisational management of the Crown Land Unit, coordinate and regulate the use, issuance and disposition of Crown land and fulfilling the duties, responsibilities and functions of Director in accordance with the Crown Land Act 2012.

KEY DUTIES AND RESPONSIBILITIES:

1. Develop and implement exemplary processing of land applications and land transactions, ensuring that land transactions are executed in accordance with the law and to agreed performance targets.
2. Carry out the duties, functions and responsibilities of the Director as stipulated in the Crown Land Act, 2012.
3. Lead, direct, guide, supervise, mentor and motivate the staff of the Crown Land Unit ensuring that work is conducted efficiently, transparently and in accordance with the Department's goals and objectives and the laws of the Islands.
4. Develop, oversee, monitor and evaluate, and report on the implementation of the Crown Land Policies, procedures and standards for Crown land administration and management.
5. Establish short and long range prioritized goals for the Lands programmes and develop objectives and strategies to accomplish the goals.
6. Plan, implement, deliver and report on the Department's work programmes and projects.
7. Prepare and manage the budget for the Crown Land Unit.
8. Oversee the management and maintenance of all Crown Land Unit records, including crown land inventory, allocation records, and other parcel records; processes and data storage.
9. Provide policy and professional advice to the Permanent Secretary and Deputy Permanent Secretary on matters relating to matters related to the functions and responsibilities of the Department, including legal or procedural change, and matters incidental thereto.
10. Communicate proactively with colleagues and staff, to enable management transparency and the sharing of knowledge and information.





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11. Liaise with other agencies, nationally and internationally, including senior government officials, and ensure effective implementation, monitoring, evaluation, and communication of policies on Crown land.
12. Provide such regular reports and briefings for the Permanent Secretary and Deputy Permanent Secretary as s/he may require.
13. Perform all the functions, duties and responsibilities of a senior manager including, but not limited to, decision-making, team-working, staff performance appraisals, and proper departmental management and administration.
14. Adhere to all Public Service codes, rules and regulations.
15. Undertake all and any such duties and tasks appropriate with the position or as requested by the Permanent Secretary or Deputy Permanent Secretary.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications: Job holder must have the minimum of a bachelor's degree awarded by an internationally recognised university in either: property or estate management, land economics, surveying or other related field. Postgraduate qualification and/or membership of an internationally recognised professional association such as the Royal Institute of Chartered Surveyors are required.

Experience: Job holder must have at least eight (8) years professional experience, working on land/estate or natural resource management issues, five (5) years of which must be with managerial responsibilities.

SALARY: Grade 10 - \$87,398.00 per annum plus allowances

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.
Applications without all supporting documents will not be processed.**

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

