



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

**JOB TITLE:** Land Administrative Officer

**DEPARTMENT:** Crown Land Unit

**MINISTRY:** National Lands Secretariat

**LOCATION:** The job is based in Providenciales & Grand Turk but at the discretion of TCI Public Service may be relocated to another part of TCI.

### **JOB SUMMARY:**

The Land Administrator (Monitoring/Administration) manages crown land relating to sales, leases, licenses and other agreements; and assists the Senior Land Administrator in maintaining lands records, researching matters and processing applications regarding crown land and assisting the Senior Land Administrator, Compliance and Enforcement Officers providing valuable support in the execution of their duties. The Land Administrator will also assist the Senior Land Administrator in monitoring development progress to ensure compliance with contractual obligations and to initiate rent reviews.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Advise members of the public on Crown Land allocation process and on Crown Land Management issues.
- Review and process applications for Crown land
- Research and prepare papers for consideration and determination by Cabinet on crown land related.
- Draft and execute approved land use documents, review of the design of existing Subdivisions for parcel size, in particular the size of residential land.
- Advise applicants of rejected applications.
- Prepare and manage records of land use agreements and contracts
- Ensures that draft leases and transfer of title certificates are executed by potential lessees/freeholders, in accordance with policy.
- Advises leaseholders about terms and conditions and on the process of up-grading title to freehold.
- Manage Crown leasehold properties in accordance with the terms and conditions of the lease and any applicable legislation.
- Maintain a record of leasehold properties, including details of the lessees, and all pertinent dates in relation to terminations, options to purchase, etc.
- Under guidance of a Supervisory Officer, organises stakeholder meetings in different areas to hear suggestions or complaints from members of the public and to provide information on potential areas for Crown Land allocations.





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- Ensures that the unit is equipped all necessary application forms and other up-to-date sources of information to provide to members of the public.
- Keep Management fully informed of local land issues and problems.
- Maintain accurate, complete records of all activities, including ensuring the systematic updating of the Land Allocation Register and the Crown Land Inventory
- Prepare periodic written reports detailing activities.
- Other reasonable duties assigned by the Senior Land Administrator

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- A Diploma, Associate or Bachelor's Degree in land management or a closely related field; or an equivalent combination of education and on the job experience.
- Job holder must have at least 2 years' experience in land administration and management, real estate or other related field.

**SALARY: Grade 6.1: \$45,992.00 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. 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 supporting documents will not be processed**

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

