



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Senior Valuation Officer

MINISTRY: National Land Secretariat

DEPARTMENT: Valuation Department

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

JOB SUMMARY:

This is a senior professional and supervisory position within the Valuation Department responsible for undertaking and reviewing property valuations and related professional assignments; supporting the Deputy Chief Valuation Officer in the operational management and quality assurance of the Department's work; supervising and developing assigned technical and support staff; and contributing to the effective administration of Government valuation, Stamp Duty and land management functions.

KEY DUTIES AND RESPONSIBILITIES:

1. Undertake and prepare valuations and professional reports for the acquisition, disposal, letting, leasing and management of Crown and other Government property, and for other statutory or public purposes as may be assigned, including complex or sensitive valuation assignments;
2. Conduct and coordinate property inspections, measurements and investigations and assemble, verify and analyse transactional, rental and other market evidence relevant to valuation assignments;
3. Review valuation reports, analyses and supporting documentation prepared by Valuation Officers and Valuation Assistants, as assigned, to ensure technical accuracy, consistency, completeness and compliance with departmental and professional standards;
4. Carry out the functions of Assistant Collector of Stamp Duty, where appointed, and undertake and support the review of land and other dutiable transactions, including transactions involving land-holding companies, having regard to declared consideration, transaction documentation, property interests, market evidence and other relevant information;
5. Prepare and/or review valuation analyses, recommendations, correspondence and supporting documentation arising from Stamp Duty reviews and investigations; liaise with





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- relevant parties as authorised; and refer complex, contentious or potentially precedent-setting matters in accordance with established procedures;
6. Maintain effective professional working relationships with other departments within the National Land Secretariat, Government ministries, departments and agencies, property professionals, attorneys-at-law and other relevant stakeholders;
 7. Maintain independence, objectivity, confidentiality and professional integrity and identify and appropriately manage actual or potential conflicts of interest;
 8. Assist the Deputy Chief Valuation Officer in monitoring and progressing assigned valuation and Stamp Duty workloads, including outstanding matters, service standards and departmental workflows;
 9. Act for the Deputy Chief Valuation Officer when formally assigned and undertake such delegated professional or administrative responsibilities as may be authorised;
 10. Adhere to all Public Service codes, rules and regulations and perform such other related duties as may be assigned.
3. Perform Revenue billing activities
 4. Adhere to all Public Service codes, rules and regulations
 5. Perform any other related tasks that may be assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE:

QUALIFICATIONS:

The position requires a bachelor's degree in Land Economy, Land Management, Property Valuation, Estate Management, Real Estate or another relevant discipline with a substantial property valuation component.

Full membership of the Royal Institution of Chartered Surveyors (RICS).

EXPERIENCE:

The position requires at least **three (3) years'** relevant professional experience in property valuation with substantial practical experience in property inspection, market analysis, valuation and technical report writing.

Relevant experience should include several of the following:

- Property valuation;





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- Market and comparable evidence analysis;
- Market rent and rental valuation;
- Stamp Duty, taxation, public-sector or other statutory valuation work;
- Technical report writing;
- Supervision, coaching or mentoring of professional or technical staff;
- Property and transaction data management;
- GIS and property information systems.

SALARY: Grade 7 - \$54,670.00 per annum plus allowances

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.

