



Government of Grenada

Ministry of Housing, Lands and Community Development

VACANCY

Advertisement for the Vacant Post of Junior Lands Officer – Ministry of Housing, Lands and Community Development

Applications are invited from suitably qualified persons from within and outside the Public Service to fill the vacant post of Junior Lands Officer, Ministry of Housing, Lands and Community Development.

QUALIFICATIONS REQUIRED FOR EMPLOYMENT

Applicants should possess at least four (4) O'Level subjects including English Language and Mathematics.

Personal Qualities required for appointment

Applicants must:

- Demonstrate a high level of initiative
- Have integrity
- Be reliable
- Be able to pay attention to details
- Be respectful

Competence/Skills required for appointment

Applicants should possess:

- Excellent verbal and written communication skills
- The ability to establish and maintain an effective working relationship (be a team player)

- Excellent interpersonal skills
- Good time-management skills
- Good monitoring and evaluation skills

KEY TASKS

1. To work in collaboration with the Lands Officer to supervise land and building construction on settlements;
2. To assist with the preparation of Draft Indentures for paid up lots on settlements;
3. To advise with submit applications with recommendations for available lots for sale;
4. To assist with the valuations of settlement lots prior to their being offered for sale;
5. To apprise persons of the boundaries of their allotment(s), ensure that installment payments are made regularly and in the case of defaulters, repossess their allotments when so instructed;
6. To work in collaboration with other officer in the Arbitration proceedings under the Agricultural Small Tenancies Ordinances;
7. Any other duties that may be assigned.

SPECIAL FEATURES OF THE JOB

- Working outside normal working hours
- Local travel

FUTURE TRAINING REQUIREMENTS

- Computer literacy
- Customer Service
- Diploma in Land Economy/Management

FUTURE CAREER OR PROMOTIONAL PROSPECTS

- Lands Officer

SALARY

The salary payable to the post is at the rate of \$27,660 per annum in the Grade (D).

Applications from interested persons stating age, academic qualifications, (length of service present position and salary where applicable, should be addressed to: -

**Chief Personnel Officer
Public Service Commission
The Financial Complex
Carenage
ST. GEORGE'S**

Applications should reach me no later than 15th February 2010.