

Job Opportunity

Grenada National Land Agency

is seeking applications to fill the vacant post of **Executive Director**

QUALIFICATIONS AND EXPERIENCE REQUIRED

- A degree in any Land Management discipline (Land Valuation, Real Estate Law, Land Planning, Surveying & Mapping, Geomatics/GIS), Business Management or Public Administration and, preferably, advanced degrees;
- Education, training or qualifications related to business management and public administration as well as areas of direct relevance to the agencies operations, including law, surveys, property valuation, information technology and public finance would be an asset.

COMPETENCIES REQUIRED

Excellent leadership, management, change management, Proven policy formulation, strategic planning , human resource management, public administration, information and communication technology skills, Excellent communication and public relations skills.

Familiarity with technical and policy aspects of land titling, surveys and land valuation

Sound understanding of the legal process and nature of legislation pertaining to land administration.

Ability to work with and secure financial support from international agencies.

KEY TASKS

- a. Provision of vision and direction required to effect the merger of the different departments and start up of the NLA's operations and achieve it's mid and long term goals.
- b. Management of the organization to facilitate the effective integration of the units, during the start-up process. He/ she also effectively leads the management team and provides strategic vision, direction, coordination and control necessary to ensure that the NLA carry out its mandate.
- c. Lead the implementation of the NLA's strategic and business planning efforts to ensure that timely and effective plans are developed and approved
- d. Guidance and support to senior managers responsible for the NLA's core functions to ensure that strategic goals are realized.
- e. Provision of support to ensure caring and fair working environment, a customer-focused and cost-effective corporate culture that allows the NLA to attract and retain quality workers and assume a creative, energetic and entrepreneurial operating style required to achieve its strategic and corporate goals.

- f. Leads the activities geared towards process improvements required for effective surveys and mapping, land titling and property valuation and Physical Planning.
- g. Creation of a business environment that aims to delight the NLA's customers. He/ she ensures that necessary steps are taken to reengineer business processes and train/develop staff to meet customer service goals.
- h. Collaborates with and advises the Permanent Secretary in the development of broad policy and government targets to guide Grenada's surveys and mapping, land titling and land valuation. Policy advice reflects current Government of Grenada (GOG) financial circumstances and broader social and economic goals that can be achieved through better land management.
- i. Overall responsibility ensuring that all financial resources of the GOG are expended in a manner that is in keeping with legislation, regulations and policies.
- j. Operates in a cost effective manner, constantly researching and implementing new and more cost-effective ways to deliver services.
- k. Responsibility for establishing the Agency's revenue generation plans and policies, gaining approval for these policies from the Minister and administering the agency in a manner that maximizes revenue within the agreed framework.
- l. Development and maintenance of a broad range of external relationships required to allow the Agency to work effectively with stakeholder groups .
- m. Lead role in securing grants and loans from international donor agencies, in keeping with Government policies, to support its development efforts.
- n. Submission of reports to the Ministry of Finance, Planning, Economy, Energy, Foreign Trade and Cooperatives, central agencies of government, and other authorized entities, are of a high quality and delivered in a timely manner.
- o. Ensures that all necessary support systems, including financial management, human resources management, information technology, and physical facilities and equipment are developed and maintained in a cost effective and timely manner.

REMUNERATION The salary commensurate with qualifications and experience

*Interested persons are required to submit applications to the:
Permanent Secretary
Department of Public Administration, Prime Minister's Ministry
ST. GEORGE'S, Grenada*

Applications should reach the Department of Public Administration no later than July 8, 2010.