



LAND SETTLEMENT AGENCY

Unit : Infrastructure Development Unit

Position : Expediting Officer

Job Summary

To investigate the current status of identified state lands to determine the tenancy / occupancy / application status, in order to minimize time lapses between Lands and Surveys records vis-a-vis Commissioner of State Lands (COSL) records, vis-à-vis Ministry of Agriculture, Land and Fisheries, County Offices records.

Organisational Relationships

- Reports directly to the Chief Executive Officer and Manager of Infrastructure Development Unit.
- Interfaces with other Units where necessary.

Key Tasks

- Liaises with relevant government bodies (COSL, Min. of Agriculture, and other stakeholders, Lands & Surveys, Town & Country Planning) in order to ensure expediting of document processing.
- Consult and follow up with stakeholders to obtain documentation on various aspects relating to the LSA.
- Responsible for undertaking standardized government offices document processing routines, exchanging information in the LSA relations to ensure continuity of work.
- Follow all relevant government relations procedures so that work is carried out in a controlled and consistent manner.
- Acting as a Coordinator for official documents (Certificates Of Comfort, Statutory Leases, Deed of Leases, maps, searches) so that they can be processed in a timely manner.
- Handle other assigned duties and tasks assigned by the Line Manager –CEO, Corporate Secretary, Manager, Infrastructure Development Unit.

Qualifications, Training and Experience

- Diploma in Business Studies/ Legal Studies or equivalent
- Years of Experience - 3 to 5 years in related field
- Detailed, organize and proactive
- Strong communication skill and interpersonal skill.