



## LAND SETTLEMENT AGENCY

**Unit : Tenure Regularisation Unit**

**Position : Field Investigator 2**

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### **Job Summary**

Assist with activities for regularizing squatters including filed investigations, interviews and site monitoring activities and data collection exercises.

### **Organizational Relationships**

- Reports directly to the Manager Tenure Regularisation Unit.
- Interfaces with other Divisions / Units.

### **Key Duties and Responsibilities**

- Educates beneficiaries on all aspects of Squatter Regularisation
- Investigates and reports on complaints, queries, requests and concerns relative to Squatter Regularisation.
- Conducts social surveys, assists in the collation and analysis of data.
- Coordinates and maintains an accurate database of all clients and prepares weekly updates and monthly reports on all activities.
- Assists in monitoring squatter sites and containment activities where necessary.
- Conduct Interviews with applicants
- Supervises support staff.

### **Minimum Qualifications and Experience**

- First Degree in Social Work, Sociology, Psychology or a related field.
- Must possess a minimum of three (3) years experience in social work.
- Must possess arbitration and evaluation skills.
- Proficiency in Microsoft Office.