



LAND SETTLEMENT AGENCY

Unit : Tenure Regularisation Unit

Position : Field Investigator 2

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.