



## LAND SETTLEMENT AGENCY

**Unit : Tenure Regularisation Unit**

**Position : Field Investigator**

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### Job Summary

Provides support to the Senior Field Investigator and Field Investigator II in the areas of field investigations, interviews and site monitoring activities and data collections activities.

### Organizational Relationships

- Reports directly to the Field Investigator II and Manager TRU.
- Interfaces with other Divisions / Units.

### Key Duties and Responsibilities

- Conducts, field investigations, interviews, house and lot identifications and social surveys.
- Responds to queries from the public via counter service, telephone calls, community meetings and site visits.
- Assists in all aspects of site regularization activities including site monitoring and containment activities.
- Provides monthly reports to the Senior Field Investigators on all activities.

### Minimum Qualifications and Experience

- Five (5) CXC/GCE O'Levels (English Language, Mathematics and Social Studies mandatory).
- A Certificate in Social Work.
- Two (2) years training and experience in conducting interviews and social surveys.
- Proficiency in Microsoft Office.
- Effective communication skills (both orally and in writing).