



LAND SETTLEMENT AGENCY

Unit : Tenure Regularisation Unit

Position : Manager Tenure Regularisation Unit

Job Summary

Plans directs and coordinates the activities of the Tenure Regularisation Unit (TRU) and ensures compliance with the legislative framework and developing planning and executing the Agency's legal mandate.

Organisational Relationships

- Reports directly to the Chief Executive Officer of the Land Settlement Agency.
Interfaces with Ministries, Agencies, NGO's and other units of the LSA.

Duties and Responsibilities

- Manages the Tenure Regularisation Unit
- Advises on Service Contracts pursuant to the responsibilities of the Agency.
- Prepares standard forms for all legal documents in use by the Agency (Certificates of Comfort, Deeds, Agreements, Register, Notices, Application Forms etc...)
- Monitors the implementation of the Act No. 25 of 1998 for shortcomings in the provisions thereof and prepares draft amendments for Parliament.
- Prepares Rules and draft Regulations to the Act.
- Advises the Agency as to the procedure for fulfillment of specific requirements under the Act
- Prepares Statutory Orders for Minister's signature.

- Maintains liaisons with all stakeholders (e.g. Ministry of Housing and its Agencies, other Government bodies, members of the public, external interest groups etc.) to ensure the accuracy of interpretation of the Act.
- Conducts legal research and prepares legal opinions on various legal issues for the Agency.
- Monitors civil actions and administrative hearings that involve the Agency and supervises the Agency's pursuit of civil remedies to enforce the provisions of the Act.
- Plans social surveys and provides direction in the collation of data for analysis.
- Educates and counsels beneficiaries on all aspects of Squatter Regularisation and Squatter Containment.
- Assists in monitoring squatter sites and containment activities.
- Liaises with community groups, Ministries, State Agencies, NGO's, as necessary.
- Mediates in situations of possible conflict.
- Makes recommendations to the relevant authorities for the improvement of services provided to the squatter client base.
- Creates and maintains an accurate data base of all clients.
- Investigates and reports on complaints, queries, requests and concerns relative to Squatter Regularization and Squatter Containment.
- Prepares weekly updates and monthly reports on all activities.
- Conducts community update meetings.
- Undertakes any other relevant duties as required.
- Investigates and reports on all incoming correspondences as required.
- Supervises and manages the functions of all staff in the department.

Qualifications, Training and Experience

- Possess Legal Education Certificate and Bachelor of Laws Degree
- At least ten (10) years' experience in Conveyancing, Contract, Property and Company law, law of succession, litigation, civil practice and procedures
- Training in Alternative Dispute Resolution, Procurement, past managerial/supervisory experience and office administration
- Experience in the Public Sector will be an asset