

**Draft for discussion**

21 February, 2000

**Commissioner of State Lands**

**Position Description**

**Position:** Commissioner of State Lands

**Purpose** Responsible for:

- (a) The formulation and implementation of policies, plans, programs and projects for the identification, evaluation, conservation, distribution and management of all State lands under his charge
- (b) Discharge of duties, functions and responsibilities cast on the Commissioner of State Lands by legislation

**Relationships:** Reports to the Permanent Secretary of the Ministry in charge of the subject of State Lands. Liaises with other professional, administrative, and clerical staff engaged in the work of the Division, and with Heads of Agencies of Government that deal with State lands or agencies that provide a supportive role in the implementation of the work program of the Division.

**Content:**

- (a) Identifies with the assistance of the Director of Surveys, the state lands in the country and maintains/updates such records on a regular basis.
- (b) Evaluates land capability of identified land through land use planning and land capability assessments and determines with assistance of related agencies, optimal uses of such land among competing demands
- (c) Conserve such state land that should form permanent reservations particularly those in environmentally sensitive areas.
- (d) Implements a program of distribution of state land by developing an appropriate selection criteria and in keeping with the planning requirements of Governmental agencies.
- (e) Acquire private lands when required for public purposes.
- (f) Grants state land to private holders following legal procedures.
- (g) Manages state land under his charge by:
  - Identifying state land under his responsibility;
  - Coordinating with the Survey Department for the appropriate descriptions of parcel boundaries under his authority;
  - Organizing information concerning leases, licenses, concessions to be able to enforce and renew where applicable all agreements relating to the use of state land;
  - Preventing encroachment, and otherwise dealing with de facto encroachment;
  - Monitoring adherence to terms and conditions of legal instruments issued
  - Collecting all due revenue from such agreements at the appropriate time

Issuance of advisory notices for lessees/licensees who are in breach of conditions and follow up further action in this regard

Coordinating with planning and environmental agency concerning the appropriate uses of state land under his authority.

Organizing the staff under his direction to maximize their effectiveness and efficiency in meeting the demands of the public and of other government agencies.

Qualifications:

Graduate Degree in Land Use Planning/Economics/Public Administration, Estate Management, and a minimum of 15 years of managerial experience in the management in the public service, and significant experience with state land management issues.

Knowledge and Experience:

- (a) Sound knowledge of all legislation and regulations pertaining to state land
- (b) Knowledge of the concepts and principles of land use planning and land management strategy
- (c) Ability to formulate and develop policies in the land sector for consideration by policy makers.
- (d) Management skills required to run the Division
- (e) Basic knowledge of management Information Systems and their use
- (f) Public relations skills