Pursuant to Article 252 (1)(C) of the Constitution of Kenya 2010 and National Land Commission Act of 2012, the Commission invites applications from suitable candidates for the following position:

**DIRECTORATE OF VALUATION AND TAXATION**

**RECRUITMENT OF TEMPORARY PROJECT SUPPORT STAFF – 21 POSITIONS**

The Commission intends to recruit temporary project(s) staff to provide assistance to technical teams in the area of land acquisition and compensation.

**TERMS OF EMPLOYMENT – TEMPORARY EMPLOYMENT FOR A PERIOD OF SIX (6) MONTHS**

**DUTIES AND RESPONSIBILITIES;**

- Respond to enquiries on valuation issues
- Assist in the filing and management of records
- Collect and collate acquisition maps and plans
- Assist in verification of property data details
- Assist in undertaking searches at various Land Registries for valuation purposes.

**ACADEMIC QUALIFICATIONS, SKILLS AND EXPERIENCES**

For appointment to this position, the candidate must have:-

- Bachelor’s degree in Social Sciences or its equivalent qualifications from a recognized institution
Diploma in Property law, Real Estate Construction, Facility Management or Property Management will be an added advantages

Experience as clerical officer in a busy valuation office.


Proficiency in computer applications

Must have Good communication and presentations skills

Ability to work well with the teams

Applicants are advise to visit our website [www.landcommission.go.ke](http://www.landcommission.go.ke) for detailed job specification of the advertised position and instructions on how to apply. Job applicants are required to **BOTH** apply online and to submit hard copies of their application. The same should reach the office of the Secretary/ CEO by **19th October, 2018 on or before 5.00 P.M.**

Hard copies to be submitted to:

The Secretary/CEO
National Land Commission,
1st Ngong Road, Ardhi House,
10th Floor, 1011 Room,
P.O Box 44417-00100,
Nairobi.