



NATIONAL LAND COMMISSION

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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.
- Knowledge of land relate provisions in the Constitution of Kenya-2010, National Land Commission Act 2012, Land Act 2012 and the Land Registration Act 2012 among other relevant statutes and regulations.
- 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 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.