

## REPUBLIC OF KENYA



THE NATIONAL LAND COMMISSION  
ARDHI HOUSE 1<sup>ST</sup> NGONG AVENUE, OFF NGONG ROAD  
P.O. BOX: 44417-00100, NAIROBI. Telephone: 2718050

### INTERNAL ADVERT

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

#### INTERNAL ADVERT

##### A) DIRECTORATE OF VALUATION AND TAXATION

S/NO	POST	NLC GRADE	NO. OF POSTS
1.	Assistant Valuation/Conveyancing	8	3
	<b>TOTAL</b>		<b>3</b>

##### A. Assistant Valuation/Conveyancing NLC Grade 8, Post Three (3)

This position is responsible for the provision of support in the management of records and in the delivery of valuation services.

**Gross Salary Scale for The position of Assistant Valuation/Conveyancing (Min Kshs. 50,000– Max Kshs. 75,000)**

#### DUTIES AND RESPONSIBILITIES

- ❖ Direct valuation enquiries to appropriate officers, to support the provision of timely and quality valuation services in line with the commission customer service standards
- ❖ File valuation reports and update valuation registers/cards, to ensure availability, security, confidentiality, and easy accessibility of records when required
- ❖ Write valuation awards in accordance with the provided schedules, to facilitate efficiency in the delivery of valuation services
- ❖ Keep custody of acquisition maps and plans to support proper management of records

- ❖ Measure developments in the field during inspections for valuations, to ensure the valuations provided are accurate and represent the true picture on the ground
- ❖ Undertake searches at various County Land Registry offices for valuation purposes, to ensure the valuation process is accurate and comprehensive
- ❖ Deliver valuation correspondence to acquiring agencies, to ensure timely communication of information that enhances efficiency in the acquisition process through timely availability of information

## ACADEMIC QUALIFICATIONS:

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

- ❖ Diploma in Property law, Real Estate Construction, Facility Management or Property Management from a recognized institution;
- ❖ Skill courses lasting not less than two (2) weeks from a recognized institution;
- ❖ A Member of the Institution of Surveyors of Kenya (ISK);
- ❖ 3 years of service, or similar experience in a comparable position from a reputable organization
- ❖ Demonstrated merit and shown ability as reflected in work performance and results.
- ❖ Have thorough knowledge of land matters in the Constitution, National Land Commission Act 2012, Land Act 2012 and the Land registration Act 2012 among other relevant statutes and regulations,
- ❖ Proficiency in computer applications be computer literate

Applicants are advise to visit our website [www.landcommission.go.ke](http://www.landcommission.go.ke) for detailed job specification of internal advertised position and instructions on how to apply. Job applicants are required to apply both online and to submit hard copies of their application. The applications should reach the office of the Secretary/ CEO, National Land Commission by **23<sup>rd</sup> February, 2018 on or before 5.00 P.M.**

The Secretary/CEO National Land Commission

1<sup>st</sup> Ngong Road, Ardhi House

12<sup>th</sup> Floor, Room 1205

P.O Box 44417-00100

**NAIROBI**