



NATIONAL LAND COMMISSION

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EMPLOYMENT VACANCIES

JOB ADVERTISEMENTS

National Land Commission (NLC) is an Independent Constitutional Commission established and under Article 67 of the Constitution of Kenya, 2010 and operationalized by the National Land Commission (NLC) Act, 2012, the Land Act and the Land Registration Act, 2012. The broad mandates of the Commission are inter-alia; to manage public land on behalf of the National and County Governments, recommend a National Land Policy to the National Government, advise the National Government on a Comprehensive program for the registration of Land throughout Kenya, to conduct research related to land and the use of natural resources and make recommendations to appropriate authorities and initiate investigations on its own initiative or on a complaint into present or historical land injustices and recommend appropriate redress. Conversely, 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 positions:

A) INTERNAL AUDIT & RISK MANAGEMENT UNIT

1. HEAD, AUDIT & RISK MANAGEMENT – (NLC GRADE 3) – ONE (1) POST –

REF: NLC/1/3/2020

Gross Salary for the position of Head, Audit & Risk Management (Min Kshs. 236,000 – Max Kshs. 361,000)

Job Purpose

An officer appointed to this position will be responsible for the provision of independent objective assurance on the effectiveness of NLC risk management, internal controls and governance processes to support the achievement of the Commission's goals and objectives

Duties and responsibilities

- i. Coordinate and provide thought leadership in the development and implementation of internal audit and risk management strategies, policies and procedures to achieve the Commission's strategic objectives
- ii. Prepare risk based annual audit plans aligned to the Commission's objectives for the continuous audit of the Commission's risk management, internal controls, governance processes and financial statements
- iii. Lead, coordinate and supervise audit and risk management staff to ensure implementation of audit plans as approved by the Audit and Risk Management Committee (ARMC) including preparation of individual assignment and audit plans
- iv. Develop accountability structures and monitor the performance indicators for the Internal Audit & Risk Management Department to meet its objectives
- v. Develop and retain talent including completing performance appraisals, personal development and succession plans effectively and on time in accordance with the established performance management system
- vi. Coordinate the development and implementation of appropriate risk management frameworks within the Commission's goals and objectives
- vii. Explore and implement appropriate technology to improve the efficiency and effectiveness of the audit and risk management department
- viii. Provide consulting inputs on various Commission activities including projects to add value and improve the Commission's operations

- ix. Create awareness on and improve the internal control culture within the Commission designed to provide reasonable assurance regarding the achievement of objectives such as effectiveness and efficiency of operations and compliance with applicable laws and regulations.
- x. Coordinate the implementation of the Fraud and Corruption policy of the Commission in liaison with other stakeholders for transparency
- xi. Support external auditors and other stakeholders as and when required in their mandate of examining and evaluating internal controls put in place to manage the risks which could affect the financial accounts to determine if they are working as intended
- xii. Provide Secretarial support to the Audit and Risk Management Committee during its various meetings.
- xiii. Lead and coordinate preparation of the Departments annual budget and control and monitor its implementation.
- xiv. Plan and coordinate the timely performance of special audit investigations and forensic audits as necessary to manage the risks which could affect the financial accounts to determine if they are working as intended
- xv. Prepare quarterly audit reports to the Audit and Risk Management Committee to provide more timely financial data to internal and external stakeholders to seek out discrepancies in the data or breaches accounting ethics
- xvi. Supervise and coordinate the audit cycle for each assignment and ensure timely issuance of reports to the CEO and Senior Management Team for implementation of recommended actions
- xvii. Monitor the implementation of audit recommendations and report findings to the Audit and Risk Management Committee and Senior Management in the pursuit of the departments objectives

Academic and Professional Qualifications

For appointment to this grade, the candidate must have

- i. Master's Degree in any of the following disciplines: Business Administration (MBA), Economics, Accounting, Risk Management, Finance or its equivalent from a recognized institution

- ii. Bachelor's Degree in any of the following disciplines: Business Administration (MBA), Economics, Accounting, Risk Management, Finance or its equivalent from a recognized institution
- iii. Certificate in Strategic Leadership and Development programme lasting not less than six weeks from a recognized institution
- iv. Certified Public Accountant (CPA) or its equivalent from a recognized institution is mandatory.
- v. Member of a relevant professional association e.g. ICPAK & ACCA, IIA, ISACA
- vi. Twelve (12) years of service, five (5) of which should be in a comparable position from a reputable organization

Applicants must possess knowledge and skills in the following areas;

- i. Knowledge of relevant legislations on public procurement and public financial management.
- ii. Knowledge of relevant auditing and accounting standards
- iii. Knowledge of information management systems is essential
- iv. Possession of risk assessment skills and the ability to plan effectively to ensure adequate coverage of all High and critical risks is necessary.
- v. Proficiency in computer application.
- vi. Budgeting skills
- vii. Good Communication skills

2. SENIOR INTERNAL AUDITOR & RISK MANAGEMENT OFFICER-

(NLC GRADE 6) – ONE (1) POST- REF: NLC/2/3/2020

Gross Salary for the position of Senior Internal Auditor (Min Kshs. 90,000 – Max kshs. 130,000)

Job Purpose

An officer appointed to this position will be responsible for providing independent objective assurance on the effectiveness of commission risk management, internal controls and governance processes to support the achievement of the Commissions goals and objectives.

Duties and responsibilities

The successful candidate will be responsible to perform the following functions under the supervision of Chief internal Auditor;

- i. Verifying the existence and safety of NLC assets
- ii. Preparing draft audit reports and submitting to the immediate supervisor for review
- iii. Follow up with management on action taken to implement audit recommendations
- iv. Carrying out audits in accordance to the annual work plan
- v. Verify payments to enhance validity and accuracy
- vi. Undertake special audit assignments like investigations for theft
- vii. Verify personnel emoluments, authorized allowances and benefits
- viii. Assist in carrying out systems audit
- ix. Verify procurement procedures, stores and stores' records
- x. Carry out quarterly and annual stock taking.
- xi. Carrying out surprise cash counts
- xii. Assist in the review of the completeness and accuracy of the Annual Financial Statements.
- xiii. Assist in the review of NLC budgets and budgetary control procedures

Academic and Professional Qualifications

For appointment to this grade, the candidate must have:

- i. Bachelor's Degree in any of the following disciplines: Economics, Commerce (Finance or Accounting Option) Business Administration/Management (Finance or Accounting Option) or its equivalent from a recognized institution
- ii. Certified Public Accountant (CPA) and/or CIA, CISA, CFE, CRMA its equivalent from a recognized institution is mandatory.
- iii. Member of a relevant professional association e.g. ICPAK & ACCA, IIA, ISACA
- iv. Certificate in Management course lasting not less than four weeks from a recognized institution
- v. Five (5) years of service, or similar experience in a comparable position from a reputable organization

Applicants must possess knowledge and skills in the following areas;

- i. Knowledge of relevant legislations on public procurement and public financial management.
- ii. Knowledge of relevant auditing and accounting standards
- iii. Knowledge of information management systems is essential
- iv. Possession of risk assessment skills and the ability to plan effectively to ensure adequate coverage of all High and critical risks is necessary.
- v. Proficiency in computer application
- vi. Good Communication skills

B) SUPPLY CHAIN MANAGEMENT UNIT

**3. HEAD SUPPLY CHAIN MANAGEMENT UNIT- (NLC GRADE 3) - ONE (1) POST –
REF: NLC/3/3/2020**

Gross Salary for the position of Head, Supply Chain Management (Min Kshs. 236,000 – Max Kshs. 361,000)

Job Purpose

An officer appointed to this position will be responsible for the provision of leadership in the delivery of service by the supply chain department. The position drives supply chain strategy development and implementation, ensures supply chain policies and procedures are developed, implemented and observed, and coordinates supply chain operations to ensure continuous support of the Commission operations

Duties and Responsibilities;

The successful candidate will be responsible to perform the following functions

- i. Formulate and implement purchasing procedures and practices to ensure alignment of the Commission in line with the Public Procurement Oversight Authority
- ii. Review vendor contract documents and coordinate in preparation of specifications for quotations, tenders, proposals and supply agreements for approval by the Director

- iii. Oversee the delivery of samples, testing and evaluation of new products to ensure compliance of standards are adhered to ensure all departments and staff in the National Land Commission are familiar with and comply with the supply chain guidelines
- iv. Participate in the annual reporting process to ensure legislative requirements which include monitoring and tracking of procurement bid evaluation are in line with the set guidelines
- v. Oversee the annual physical inventory process as required to ensure policies and procedures are compliant
- vi. Oversee operationalization and implementation of all procurement law, regulations and guidelines applicable in the tendering process
- vii. Review training needs analysis for staff to ensure skills gaps are addressed
- viii. Represent the department in management meetings
- ix. Approver of contracts and purchase orders in IFMIS to ensure compliance of standards are being followed through
- x. Coordinate the preparation of annual procurement plan of goods and services within the commission
- xi. Presides over public opening of tenders to ensure compliance of procurement processes
- xii. Prepare work plans and supervise officers to ensure management of work is in line with set targets
- xiii. Coordinate preparation of annual disposal plan which includes the activities to be carried out in that process
- xiv. Supervise the evaluation of tender documents and presentation of tender committee for adjudication
- xv. Manage payment of suppliers of goods and services to maintain timely payments
- xvi. Monitor contracts and vendor performance and consult with vendors and user departments to implement corrective action
- xvii. Develop an effective stores management system to maintain standards of the function
- xviii. Direct preparation of an up to date inventory of supplier and assets of National Land Commission to ensure all details are accurately captured

Academic and Professional Qualification

For appointment to this grade, the candidate must have;

- i. Master's degree in business administration or supply chain management from a recognized institution
- ii. Bachelor's degree in business administration or supply chain management from a recognized institution
- iii. Diploma in Procurement or Chartered Institute of Purchasing in Supply (CIPS)
- iv. Must be a registered member of KISM or CIPS member
- v. Certificate in Strategic Leadership and Development programme lasting not less than six weeks from a recognized institution
- vi. Twelve (12) years of service, five (5) of which should be in a comparable position from a reputable organization

Applicants must possess Level of knowledge and skills in the following areas;

- i. Knowledge of public procurement legislation
- ii. Knowledge of professional standards
- iii. Proficiency in Computer application
- iv. Good Communication skills
- v. Interpersonal skills

4. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER- (NLC GRADE 4)– ONE (1) POST- REF: NLC/4/3/2020

Gross Salary for the Principal Supply Chain Management Officer (Min Kshs. 184,000 – Max kshs. 279,000)

Job Purpose

An officer appointed to this position will be responsible for provision of support in the implementation of supply chain services to User Directorates by facilitating the procurement processes in accordance with the Public Procurement Act and Regulation.

Duties and Responsibilities;

The successful candidate will be responsible to perform the following functions;

- i. Serve as secretary to the Commission's Procurement Committee to ensure all matters are addressed
- ii. Review Tender documents, Request for quotations and Expression of interests and put priority items to be dealt with first
- iii. Draft/review of advertising notices for goods and services to ensure accurate goods are requested for and quality is delivered
- iv. Coordinate pre-bid briefing and pre-proposal meetings
- v. Address clarifications by bidders, reviewing addendums and amendments to tender documents
- vi. Coordinate periodic stock taking to ensure stores are up to date and regular inventories are taken
- vii. Prepare contract documents to ensure accurate details are captured for suppliers
- viii. Coordinate procurement requirements for the Commission's County Offices
- ix. Contribute to the development of the supply chain management strategic plans to ensure set standards are being followed
- x. Oversee the performance management process is in line with the functions objectives and deliverables
- xi. Monitor and evaluate performance of systems in supply chain to ensure they are working well and giving good output
- xii. Improve measures to enhance partnership with suppliers to enhance working relationships
- xiii. Prepare and execute medium term and annual budgets to ensure proper utilization of funds Interpret other laws and statutes that relate to supply chain management matters

Academic and Professional Qualification

For appointment to this grade, the candidate must have:

- i. Bachelor's degree in Business, Administration/Commerce/Economics/Procurement/Supply Chain Management
- ii. Diploma in Procurement or Chartered Institute of Purchasing in Supply (CIPS)
- iii. Nine (9) years of service, three (3) of which should be in a comparable position from a reputable organization
- iv. Must be a registered member of KISM or CIPS member
- v. Certificate in Management course lasting not less than four weeks from a recognized institution

Applicants must possess Level of knowledge and skills in the following areas;

- i. Thorough understanding of Public Procurement and Disposal Act, 2005, Regulations therein and laid down financial procedures
- ii. Ethical Standards in Supply Chain
- iii. Proficiency in Computer application
- iv. Good Communication skills
- v. Interpersonal skills

5. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER - (NLC GRADE 6) - ONE (1) POST – REF: NLC/5/3/2020

Gross Salary for the position of Senior Supply Management Officer (Min Kshs. 90,000 – Max kshs. 130,000)

Job Purpose

An officer appointed to this position will be responsible for ensuring value for money in supply chain processes

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions;

- i. Consolidate Annual and Revised Procurement Plan
- ii. Consolidate Annual Disposal Plan
- iii. Check all procurement requisitions and ensuring all procurements are as per plan

- iv. Prepare prequalification document
- v. Prepare statutory reports to PPOA
- vi. Monitor contract management in accordance with terms and conditions of contract
- vii. Perform Monitoring of procurement activities and preparing exceptional reports
- viii. Prepare quarterly performance reports for presentation to the Commission
- ix. Prepare RFP, EOI, Tender documents in consultation with the users
- x. Evaluate quotations
- xi. Provide Secretariat services to Tender Committee
- xii. Prepare Tender adverts
- xiii. Prepare tender/quotations documents
- xiv. Participate in the evaluation of tenders
- xv. Undertake reconciliation of records as necessary
- xvi. Identify obsolete stores and equipment for disposal

Academic and Professional Qualification

For appointment to this grade, the candidate must have:

- i. Bachelor's degree in Business, Administration/Commerce/Economics/Procurement/Supply Chain Management
- ii. Diploma in Procurement or Chartered Institute of Purchasing in Supply (CIPS)
- iii. Certificate in Management course lasting not less than four weeks from a recognized institution
- iv. Five (5) years of service, or similar experience in a comparable position from a reputable organization

Applicants must possess Level of knowledge and skills in the following areas;

- i. Thorough understanding of Public Procurement and Disposal Act, 2005, Regulations therein and laid down financial procedures
- ii. Ethical Standards in Supply Chain
- iii. Proficiency in Computer application
- iv. Good Communication skills

**6. SUPPLY CHAIN MANAGEMENT OFFICER- (NLC GRADE 7) -ONE (1) POST-
REF:NLC/6/3/2020**

Gross Salary for the position of Supply Chain Management Officer (Min Kshs. 65,000 – Max Kshs. 95,000

Job purpose

An officer appointed to this position will be responsible in the purchase of goods and services for the commission for various user departments at the right price, quality, and quantity and from the right source.

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions

- i. Co-ordinate and handle all matters pertaining to procurement of goods and services including contracts, sourcing for quotations to ensure procurement standards are maintained
- ii. Ensuring the Commission gets quality goods and services from the suppliers to maintain the standards of the procurement function
- iii. Liaise closely with Corporate Support Services office on repair works and general maintenance of the Commissions offices, equipment and servicing of vehicles to provide efficient and effective support services
- iv. Reconcile delivery of goods and services and validate suppliers' invoices before passing over to Accounts
- v. Unit for settlement to ensure accurate delivery of purchases
- vi. Assist to prepare, publish, evaluate and award RFQ's, in the IFMIS system to ensure timely submission for approvals
- vii. Assist to prepare LSO,s for purchases of goods and services
- viii. Prepare and assemble bid documents which includes quotations and requests for proposal to ensure proper documentation is in place

Academic and Professional Qualification

For appointment to this grade, the candidate must have:

- i. Bachelor's degree in procurement, Business management, social sciences or relevant degree in relevant field
- ii. Diploma in Procurement/Chartered Institute of Purchasing in Supply (CIPS) Diploma
- iii. Three (3) years of service, or similar experience in a comparable position from a reputable organization
- iv. Must be a registered member of KISM or CIPS member

Applicants must possess level of knowledge and skills in the following areas;

- i. Computer proficiency and ability to operate information system.
- ii. Knowledge of relevant legislation.
- iii. Knowledge of professional standards.
- iv. Proficiency in Computer application
- v. Good Communication skills

C) LEGAL AFFAIRS & ENFORCEMENT DIRECTORATE

7. PRINCIPAL LEGAL OFFICER – (NLC GRADE 4)- ONE (1) POST – REF: NLC/7/3/2020

Gross Salary for the position of Principal Legal Officer (Min Kshs. 184,000 – Max kshs. 279,000)

Job Purpose

An officer appointed to this position is responsible for the management of legal advice to the commission and safeguard its interests through various legal initiatives and facilitate decision making for enhanced effectiveness in the fulfilment of its constitutional and statutory mandate

Duties and Responsibilities

- i. Ensure implementation of policies, procedures and regulations on legal affairs and enforcement
- ii. Give input in development of legislation as appropriate
- iii. Assist in representing the Commission on litigation and court cases for the Commission

- iv. Prepare preliminary legal documents/instruments before submission to the Deputy Director for approval
- v. Undertake the Commission's law reviews to ensure set standards and procedures are effective
- vi. Facilitate the process of gazettment of notices to ensure proper communication is sent out
- vii. Draft contracts, lease agreements and memorandum of understanding between the Commission and its collaborators
- viii. Assist in enforcing contracts and leases to maintain standards and procedures
- ix. Carry out surveys and research on assigned legal issues; coordinate and implement work plans for the legal section
- x. Prepare legal opinions and other relevant legal documents
- xi. Ensure staff within the directorate are following work plans and are delivering as expected
- xii. Ensure compliance and enforcement of various legislation
- xiii. Disseminate legal documents for use by the Commission

Academic and professional Qualifications

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

- i. Bachelor's degree in Law
- ii. Postgraduate Diploma in Law from Kenya School of Law
- iii. Nine (9) years of service, three (3) of which should be in a comparable position from a reputable organization
- iv. Practicing Certificate as an Advocate of the High Court of Kenya
- v. Certificate in Management course lasting not less than four weeks from a recognized institution

Applicants must possess knowledge and skills in the following areas;

- i. Proficiency in computer applications
- ii. Good knowledge of the constitution of Kenya
- iii. Good Communication skills
- iv. Interpersonal skills
- v. Organizational skills

8. SENIOR LEGAL OFFICER – (NLC GRADE 6) – TWO (2) POSTS- REF: NLC/8/3/2020

Gross Salary for the position of Senior Legal Officer (Min Kshs. 90,000 – Max Kshs. 130,000)

Job Purpose

An officer appointed to this position will be responsible for providing legal advice to the Commission and safeguarding its interests through various legal initiatives and facilitate decision making for enhanced effectiveness in the fulfilment of its constitutional and statutory mandate.

Duties and Responsibilities

Under the supervision of the Chief legal officer, the officer will be performing the following duties

- i. Implement policies, procedures and regulations on legal affairs and enforcement
- ii. Implement procedures for safeguarding National Land Commission's interests
- iii. Implement legal decisions and court orders for the Commission
- iv. Give input in development of legislation as appropriate, Assist in representing the Commission on litigation and court cases for the Commission
- v. Prepare preliminary legal documents/instruments
- vi. Draft local agreements and contractual documents
- vii. Interpret legal issues and implications
- viii. Prepare legal opinions
- ix. Prepare briefs on legal matters in the Commission
- x. Carry out surveys and research on assigned legal issues
- xi. Collect and collate research data; and
- xii. Compile progress reports.

Academic and professional Qualifications

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

- i. Bachelor's degree in Law
- ii. Postgraduate Diploma in Law from Kenya School of Law

- iii. Five (5) years of service, or similar experience in a comparable position from a reputable organization
- iv. Practicing Certificate as an Advocate of the High Court of Kenya
- v. Certificate in Management course lasting not less than four weeks from a recognized institution

Applicants must possess knowledge and skills in the following areas;

- i. Proficiency in computer applications
- ii. Good knowledge of the constitution of Kenya
- iii. Good Communication skills
- iv. Interpersonal skills
- v. Organizational skills

9. SENIOR INVESTIGATIONS OFFICER – (NLC GRADE 6) -ONE (1) POST-REF:NLC/9/3/2020

Gross Salary for the position of Senior Legal Officer (Min Kshs. 90,000 – Max Kshs. 130,000)

Job Purpose

An officer appointed to this position will be responsible for the management of the implementation of investigatory and forensic approach to cases of the Commission as enshrined in the Constitution by way of investigations and making recommendations

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions

- i. Developing investigation/work plans for the cases allocated
- ii. Coordinating investigations into cases undertaken by investigations teams
- iii. Gathering and analyzing evidence and organizing it in statements, sets of records and facts
- iv. Gathering information and produce intelligence reports to inform investigations
- v. Ensuring safe custody of all investigative records and evidence
- vi. Documenting all investigations in concise, factual and timely manner
- vii. Supporting prosecution process in court

Academic and professional Qualifications

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

- i. Bachelor's degree in any of the following disciplines: Criminal Justice, Criminology, Law, Political Science, Social Sciences or equivalent qualifications from a recognized institution;
- ii. Five (5) years of service, or similar experience in a comparable position from a reputable organization
- iii. Certificate in Management course lasting not less than four weeks from a recognized institution

Applicants must possess knowledge and skills in the following areas;

- i. A candidate must be a person of integrity, demonstrate excellent interpersonal skills and be a team player
- ii. Ability to maintain confidence and trust regarding sensitive issues
- iii. Demonstrated professional competence, integrity and capability in work performance
- iv. Demonstrable knowledge in investigation, forensic audit and human rights
- v. Proficiency in computer applications
- vi. Good knowledge of the constitution of Kenya
- vii. Good Communication skills

10. LEGAL OFFICER – (NLC GRADE 7) – SEVEN (7) POSTS – REF: NLC/10/3/2020

Gross Salary for the position of Legal Officer (Min Kshs. 65,000 – Max Kshs. 95,000)

Job Purpose

An officer appointed to this position will be responsible for rendering legal services in preparation of legal opinions, studies, reports and correspondence as well as ensuring the provision of effective legal advice on a diverse range of substantive and procedural issues.

Duties and responsibilities

Under the supervision of the senior legal officer, the officer will be performing the following duties;

- i. Ensure the timely filing of Court documents
- ii. Attend court in various cases in which the Commission is party to.
- iii. Draft legal documents pertaining to different matters.
- iv. Write reports on various assignments.
- v. Advise walk in clients on various land matters.
- vi. Conduct research on various substantive and procedural issues.
- vii. Attend the Commission's meetings and rendering legal advice.
- viii. Carry out review of grants and dispositions of public land to establish their legality or propriety.
- ix. Attend court on behalf of the Commission to tender evidence or adduce documents.

Academic and Professional Qualifications

For appointment to this grade, the candidate must have:

- i. Bachelor's Degree in Law from a recognized institution.
- ii. Postgraduate Diploma in Law from Kenya School of Law
- iii. Practicing Certificate as an Advocate of the High Court of Kenya
- iv. Must have served as a Legal Officer in the public or private sector for at least three (3) years

Applicants must possess knowledge and skills in the following areas;

- i. Proficiency in computer applications
- ii. Good knowledge of the constitution of Kenya
- iii. Good Communication skills
- iv. Interpersonal skills
- v. Organizational skills

D) FINANCE & ADMINISTRATION DIRECTORATE

11. PRINCIPAL ACCOUNTANT-(NLC GRADE 4)-ONE (1)POST- REF:NLC/11/3/2020

Gross Salary for the position of Principal Accountant (Min Kshs. 184,000 – Max kshs. 279,000)

Job Purpose

An officer appointed to this position will be responsible for maintenance of an adequate and compliant financial system and controls to ensure efficient financial records, financial statements and other financial reports for decision making are complete and timely.

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions

- i. Review internal controls and ensure integrity of financial procedures and records
- ii. Review and monitor the general ledger on a regular basis and ensure its accuracy and completeness.
- iii. Lead the development and performance management of Senior Accountant, Accountant I and II to ensure the achievement of both individual and commission goals
- iv. Ensure authorized and signed vouchers for suppliers in the IFMIS system are delivered to the next section, in line with established procedures, to ensure adherence to the financial management systems
- v. Examine payment and journal vouchers and forward for review, approval and authorization by Assistant Director Finance, to ensure proper usage of resources and avoid wastage
- vi. Prepare monthly, quarterly and annual financial progress reports for the department and forward for approval, to ensure informed decisions are made within the Commission in a timely manner
- vii. Verify and ensure that all ledger transactions are correctly posted
- viii. Address financial issues and inquiries from internal and external customers
- ix. Coordinate and manage external audits to enhance transparency and accountability of the utilization of resources in the commission
- x. Facilitate of internal audits during review of accounting and administrative controls.
- xi. Monitor revenue collection and expenditures based on approved budgets to ensure adherence to the set guidelines
- xii. Ensure application of sound principles, systems and techniques in accounting for finances, assets, revenue and expenditure.
- xiii. Manage the accounting of special funds including donor, programmes and project funds

- xiv. Monitor implementation of Accounting standards and systems for compliance; including Integrated Financial Management Information System (IFMIS) operations
- xv. Develop financial reports on expenditure trends
- xvi. Determine controls to ensure integrity of financial procedures and records
- xvii. Update records of financial and accounting operations and assist in preparation of final accounts.
- xviii. Prepare financial management reports that include monthly expenditure, returns, monthly bank reconciliation, revenue/AIA returns, cash flow statements and analysis of deposits

Academic and Professional Qualifications

For appointment to this grade, the candidate must have:

- i. Bachelor's Degree in Commerce (Accounting or Finance), Economics or Business Management, Administration from a recognized institution.
- ii. Certified Public Accountant (CPA K)
- iii. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
- iv. Nine years (9) years of service, three (3) of which should be in a comparable position from a reputable organization
- v. Certificate in Management course lasting not less than four weeks from a recognized institution

Applicants must possess knowledge and skills in the following areas;

- i. Knowledge of Public Financial Management Act Knowledge
- ii. Knowledge of IFMIS and payment processes
- iii. Proficiency in computer application
- iv. Good Communication skills

**12. PRINCIPAL RECORDS MANAGEMENT OFFICER-(NLC GRADE 4)-ONE (1)POST-
REF:NLC/12/3/2020**

Gross Salary for the position of Principal Records Management Officer (Min Kshs. 184,000 – Max kshs. 279,000)

Job Purpose

An officer appointed to this position will be responsible for oversight of efficient and effective creation, capture, processing, storage, maintenance, retrieval, access, use, appraisal, preservation and disposal of the commission data in line with the set data standards by the department to ensure that users get data as and when required and that the data is efficiently utilized.

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions

- i. Supervise and appraise staff under this cadre and offer leadership to them in the routine provision of services in the entire commission.
- ii. Manage the records management units in the commission to ensure that they make available data whenever it is required for easy execution of activities that require data
- iii. Coordinate training on records management to increase the capacity of the staff in record handling and utilization
- iv. Monitor and evaluate records management programmes and projects to ensure that they are implemented and happen as intended and that they are in line with the commission's overall mandate
- v. Plan, organize and implement records management programmes and ensure that they conform with the commission's goals and objectives
- vi. Formulate and implement records management policies, guidelines and standards to ensure that records are utilized as intended
- vii. Oversee the operations of various records management units to ensure that their operations are in line with the set policies, guidelines and standards by the records department
- viii. Plan appropriate office accommodation for records management units to ensure the safe custody of the records
- ix. Advise the commission on all the matters related to proper records management and practices to ensure that the commission has up to date practices

- x. Initiate appraisal and disposal of records in accordance with laid down procedures to ensure that the records kept are in line with the set standards and that the obsolete records are disposed of effectively
- xi. Prepare records retention and disposal schedules to be used in the entire commission
- xii. Regular review of file classification and indexing schemes to maintain up to date classification and indexing
- xiii. Ensure security of the records from physical, biological and chemical agents of destruction so that the records are always available as and when required
- xiv. Compile performance progress report for easy auditing of records management systems
- xv. Maintain an updated register of mail and circulation of files within the commission for easy retrieval of mails
- xvi. Requisition of records management resources in order to adequately facilitate the department in its delivery of services
- xvii. Ensure that files are opened and closed as per the laid down procedures and that the automated records management systems are functional.

Academic and Professional Qualifications

For appointment to this grade, the candidate must have:

- i. Degree in Records Management, Information Management, Information Science or Library Science or an Equivalent from a recognized institution.
- ii. Diploma in Archives and Records Management
- iii. Nine (9) years of service, three (3) of which should be in a comparable position from a reputable organization.
- iv. Certificate in management course lasting not less than four weeks from a recognized institution

Applicants must possess knowledge and skills in the following areas;

- i. Relevant legislations
- ii. Professional Standards
- iii. Proficiency in computer application
- iv. Good Communication skills

**13. SENIOR ADMINISTRATION OFFICER (NLC GRADE 6) -ONE (1)POST –
REF:NLC/13/3/2020**

Gross Salary for the position of Senior Administration Officer (Minimum Ksh. 90,000 to Maximum 130,000)

Purpose of the Job:

This position is responsible for the coordination and provision of support to ensure smooth operation and administrative functions in the office an executive office

Duties and Responsibilities:

- i. Assist in ensuring proper and diligent implementation of relevant Commission Resolutions
- ii. Assist in overseeing day to day administration and management of the affairs in the Commission
- iii. Provision of comprehensive secretarial and administration service across a range of work
- iv. Develop, maintain and review administration systems to achieve maximum efficiency in the Commission.
- v. Maintain and organize the diaries, filing system and all other relevant areas as necessary.
- vi. Coordinate the preparation of annual work plans, programmes and set performance targets
- vii. Support the Commission in projects, proposals, bids, etc. through research, consultation and team- management
- viii. Draft speeches, articles, briefings, and project proposals as requested
- ix. Professionally represent the Commission at sector networking events
- x. Facilitate meetings; schedule debriefing meetings so as follow up and ensure actions are implemented.

- xi. Respond to stakeholder queries in a timely and professional manner, both orally and in writing.
- xii. Co-ordinate travel arrangements
- xiii. Assist in the compilation of Commission papers and ensure they are sent in good time for meetings, circulate reports, minutes and agendas for Sub-committee meetings and liaise with the Commissioner on various matters as required.
- xiv. Receive enquiries and provide effective referral service to relevant units of the Commission
- xv. To maintain and continuously keep up to date all mailing lists and effectively manage and update of all relevant databases.

Academic and Professional Qualifications

For appointment to this grade the candidate must have:-

- i. Bachelor's degree in Administration, Sociology, Law and any other related field from a recognized institution
- ii. Certificate in management course lasting not less than four (4) weeks from a recognized institution
- iii. Five (5 years) of service, or similar experience in a comparable position from a reputable organization

Applicants must possess knowledge and skills in the following areas;

- i. Clear understanding of the Commissions mandate and its alignment to National Goals and vision 2030,
- ii. In depth Knowledge in Professional standards
- iii. Computer literate
- iv. Good Communication skills
- v. Interpersonal skills

14. ACCOUNTANT (NLC GRADE 7)- FOUR (4) POSTS- REF:NLC/14/3/2020

Gross Salary for the position of Accountant (Min Kshs. 65,000 – Max Kshs. 95,000)

Job Purpose

An officer appointed to this position is responsible for preparation of payments and initiating payment process at the Commission. Also responsible for reconciliation and record keeping.

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions

- i. Examine, invoice, input payment into IMFIS and imprest
- ii. Carryout sub ledgers reconciliation and advise how much funds are available
- iii. Account for donor, programs and project funds
- iv. Prepare accounting documents and reviewing of request for funds are in line with procedures
- v. Confirm that vouchers that are surrendered are in line with the initial authority
- vi. Prepare and request exchequer from Treasury
- vii. Keep custody of vouchers, authority memo's and other accountable documents
- viii. Fast track of payments and ensuring payments
- ix. Advise clients and staff on the status of their payments
- x. Reconcile bank accounts for the Commission
- xi. Assist in compiling of financial statements
- xii. Manage imprest or advance payments
- xiii. Ensure that payments are made and imprest accounted for as per the finance policy and regulations
- xiv. Collect revenues and sale of tenders
- xv. Carry out bank reconciliation
- xvi. Compute and issue withholding tax certificates on both suppliers and staff

Academic and Professional Qualifications

For Appointment to this grade, a candidate must:

- i. Bachelor's Degree in Commerce (Accounting or Finance), Economics or Business Management, Administration from a recognized institution.
- ii. Part II of the Certified Public Accountant Kenya (CPAK II)
- iii. Must have served for at least three (3) years.

Applicants must possess knowledge and skills in the following areas;

- i. Knowledge of Public Financial Management
- ii. Relevant legislations
- iii. Professional Standards
- iv. Proficiency in computer application
- v. Good Communication skills

15. ADMINISTRATION OFFICER-(NLC GRADE 7) -ONE(1) POST- REF: NLC/15/3/2020

Gross Salary for the position of Administration Officer (Min Kshs. 65,000 – Max Kshs. 95,000)

Job Purpose

An Officer appointed to this position will be responsible for the execution of administrative support service which includes maintaining amenities, ensuring support staff keep and maintain proper hygiene of the office.

Duties and Responsibilities;

The successful candidate will be responsible to perform the following functions

- i. Plan for re-training and re-certification of drivers as well as registration and certification of the Commission's vehicles to ensure skills are always kept up to date
- ii. Ensure compliance of safety standards in the transport function such as plan for first aid training.
- iii. Ensure secure and friendly working conditions
- iv. Implement emergency preparedness plans to ensure safety is always priority
- v. Carry out physical security surveys of the commission's buildings in order to determine lapses and recommend on how to overcome the same
- vi. Ensure communication systems are functional to maintain proper channels are open

- vii. Ensure proper facilitation of stationery and other office equipment to the directorate
- viii. Assist in the implementation of gender and disability friendly infrastructure
- ix. Ensure up to date inventory of vehicles and accessories to keep track of commission's property
- x. Assist in the disposal of assets within the Commission to maintain a waste free environment
- xi. Initiate action on asset management and inventory to keep in line with functional objectives on deliverables

Academic and Professional Qualifications

For Appointment to this grade, a candidate must:

- i. Have Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution
- ii. Have Three (3) years of service, or similar experience in a comparable position from a reputable organization

Applicants must possess Level of knowledge and skills in the following areas;

- i. Relevant legislations for the land sector
- ii. Professional Standards
- iii. An understanding of the social cultural and political environment that influence land
- iv. Proficiency in computer application
- v. Good Communication skills

E) RESEARCH DIRECTORATE

**16. CHIEF RESEARCH OFFICER - (NLC GRADE 5)-TWO (2) POSTS- REF:
NLC/16/3/2020**

Gross Salary for the position of Chief Research officer (Min Kshs. 132,000 – Max kshs. 207,000)

Job Purpose

An officer appointed to this position will be responsible for the implementation of the, Constitutional mandate – Article 67 (2,3) to ‘Conduct research related to land and the use of natural resources, and make recommendations to appropriate authorities.

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions;

- i. Directing the work of the Senior Research Officers.
- ii. Defining the work targets and outcomes for Senior Research Officers.
- iii. Assist in conducting of annual performance reviews and meetings.
- iv. Assist in the production of knowledge and its management and dissemination
- v. Enabling management and external partners/clients to understand the result and implications of research and knowledge management results on the land sector.
- vi. Manage and undertake research and analysis on major areas of land reform.
- vii. Develop National Land Commission’s resources and materials including online profiling of land matters and reform.
- viii. Prepare funding proposals and bids
- ix. Develop and maintain contact databases and engage with National Land Commission’s stakeholders.
- x. Support networks of stakeholders in the field.
- xi. Implement the setting up of the National Land Policy and Research Centre.
- xii. Conducting research site visits.
- xiii. Ensure correct and objective researched information on land is disseminated nationally and internationally.
- xiv. Participate in the Directorates budget and procurement process.

Academic and Professional Qualifications

For appointment to this grade, the candidate must have:

- i. Master's degree in Sociology, Anthropology, Education or Communication or its equivalent from a recognized institution
- ii. Bachelor's degree in Sociology, Anthropology, Education or Communication or its equivalent from a recognized institution.
- iii. Research Certification – SPSS
- iv. Certificate in Management course not lasting less than four weeks a recognized institution
- v. Must have at least six (6) years' experience three (3) of which at senior officer or equivalents
- vi. PhD in relevant field will be an added advantage

Applicants must possess level of knowledge and skills in the following areas;

- i. Knowledge of relevant legislation
- ii. Knowledge of professional standards
- iii. Information, cultural and media literacy
- iv. Proficiency in Computer applications
- v. Good Communication skills

F) NATURAL RESOURCE MANAGEMENT DIRECTORATE

17. CHIEF ENVIRONMENT AND NATURAL RESOURCE OFFICER- (NLC GRADE 5) - ONE (1)POST- REF:NLC/17/3/2020

Gross Salary for the position of Chief Environment and Natural Resource Officer (Min Kshs. 132,000 – Max Kshs. 207,000)

Job Purpose

An officer appointed to this position will be responsible for developing and implementing programmes and projects the directorate has set in regards to Natural Resources Management

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions;

- i. Provide technical guidance regarding data and information gathering for the development of a land based natural resources inventory for the country.
- ii. Assist in establishing stakeholder linkages for the sustainable management of the country's natural resources.
- iii. Support and assist in the development of bankable proposals for natural resource conservation and related resource mobilization programmes for the directorate.
- iv. Assist in tracking the implementation of various environmental and natural resources multilateral agreements (MEAs)
- v. Participate in stakeholder meetings.
- vi. Develop and update the information sharing framework for natural resource management.
- vii. Assist in enhancing stakeholder linkages.
- viii. Assist in responding to diverse stakeholder issues and inquiries.
- ix. Facilitate the development of a natural resource information sharing framework

Academic and Professional Qualification

For Appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines; Natural resource management, environmental Science , Development studies, Biological Sciences, Agriculture, Botany and mineral sciences or an equivalent qualification from a recognized institution.
- ii. Certificate in Management course not lasting less than four weeks from a recognized institution
- iii. Must have at least six (6) years' experience three (3) of which at senior officer or equivalents

Applicants must possess level of knowledge and skills in the following areas;

- i. Knowledge of relevant legislation
- ii. Knowledge of professional standards
- iii. Proficiency in Computer applications
- iv. Good Communication skills

**18. SENIOR NATURAL RESOURCE OFFICER - (NLC GRADE 6)- ONE (1) POST-
REF:NLC/18/3/2020**

**Gross Salary for the position of Senior Natural Resource Officers (Min Kshs. 90,000 –
Max Kshs. 130,000)**

Job Purpose

An officer appointed to this position will be responsible for assisting in the development and implementation of programmes and projects the directorate has set in regard to natural resources management.

Duties and Responsibilities

- i. The successful candidate will be responsible to perform the following functions;
- ii. Supervise and appraise the natural resource officers
- iii. Coordinate data entry and analysis of data collected from the field.
- iv. Prepare technical reports relating to the Commission's Natural Resources Management mandate.
- v. Participate in stakeholder forums and meetings.
- vi. Conduct natural Resources monitoring and assessments.
- vii. Liaise with counties to collect and collate data and information regarding natural resource inventory.
- viii. Conduct verification of stakeholder issues regarding natural resources conservation.
- ix. Undertake report writing for the directorate.

Academic and Professional Qualifications

For Appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines; Natural resource management, environmental Science, Development studies, Biological Sciences, Agriculture, Botany and mineral sciences or an equivalent qualification from a recognized institution.

- ii. Five (5) years of service, or similar experience in a comparable position from a reputable organization
- iii. Certificate in Management course not lasting less than four weeks a recognized institution

Applicants must possess level of knowledge and skills in the following areas;

- i. Knowledge of relevant legislation
- ii. Knowledge of professional standards
- iii. Proficiency in Computer applications
- iv. Good Communication skills

19. NATURAL RESOURCE OFFICER- (NLC GRADE 7) - ONE (1) POST- REF: NLC/19/3/2020

Gross Salary for the position of Natural Resource Officer (Min Kshs. 65,000 – Max Kshs. 95,000)

An officer appointed to this position will be responsible for provision of support to the directorate in data and information collection, Collation, analysis and reporting.

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions;

- i. Provide support in monitoring and evaluation for the directorate's programmes and projects, to validate the efficiency and effectiveness on the utilization of resources within the directorate
- ii. Conduct data and information gathering, entry and analysis
- iii. Support the Directorate's natural resources assessments and stakeholder engagement sessions, through the provision of administrative services such as minute-taking
- iv. Respond to non-complex issues and inquiries, for the provision of clarity on various issues in regard to environment and natural resource management
- v. Compile data to assist in report writing for the directorate by management

Academic and Professional Qualifications

For Appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines; Natural resource management, Environmental Science , Development studies, Biological Sciences, Agriculture, Botany and Mineral sciences or an equivalent qualification from a recognized institution.
- ii. Three (3) years of service, or similar experience in a comparable position from a reputable organization

Applicants must possess level of knowledge and skills in the following areas;

- i. Knowledge of relevant legislation
- ii. Knowledge of professional standards
- iii. Proficiency in Computer applications
- iv. Good Communication skills

G) LAND USE PLANING DIRECTORATE

20. CHIEF LAND USE PLANING OFFICER (NLC GRADE 5) - ONE (1) POST- REF: NLC/20/3/2020

Gross Salary for the position of Chief Land Use Planning Officer (Ksh Min 132,000 - 207,000)

Job Purpose

An officer appointed to this position will be responsible for providing technical and professional support to the Principal Land use Planner in the monitoring and evaluation of the implementation of Land Use Planning strategies throughout the country.

Duties and Responsibilities

- i. Monitor the adherence of the National government, Counties, Agencies and Communities to standards and guidelines for development control in their execution of land use plans
- ii. Scrutinize land alienation plans for public land to ensure they are in line with the provisions of the law

- iii. Make recommendations on plans submitted by management bodies for approval by the commission following a review of their compliance to the provisions of the law
- iv. Conduct research on matters relating to land use planning at inter-county and county and make recommendations for continuous improvement as assigned
- v. Review land use action plans for specific assigned projects such as residential housing schemes, industrial estates and recreational facilities and make recommendations on their suitability
- vi. Assist in collecting land use planning information and emerging issues and provide feedback to inform land use guidelines and standards
- vii. Provide technical and professional assistance to counties and other agencies in implementing land use planning policies, strategies, standards and programmes
- viii. Provide technical and professional assistance to counties on planning and acquisition of land for public utilities
- ix. Supervise the maintenance of an up to date inventory of existing plans prepared by the national and county governments
- x. Conduct public education on land use planning and development control matters to promote awareness
- xi. Assist in overseeing land use planning processes for strategic national projects
- xii. Assist in preparing and overseeing implementation of guidelines and regulations for management of public land
- xiii. Conduct research on land suitability and make recommendations on land acquisition and land banking

Academic and Professional Qualifications

For Appointment to this grade, a candidate must have:

- i. Bachelor's Degree in Urban and Regional Planning or any other relevant field from a recognized institution
- ii. Registered member with Kenya Institute of Planners
- iii. Certificate in Management course not lasting less than four weeks from a recognized institution
- iv. Must have at least six (6) years' experience three (3) of which at senior officer or equivalents

Applicants must possess level of knowledge and skills in the following areas;

- i. Knowledge of relevant legislation including Land Act, Land use Planning Law, Urban Areas and Cities Act
- ii. Knowledge of relevant professional standards
- iii. Proficiency in Computer applications
- iv. Good Communication skills

21. SENIOR LAND USE PLANNING OFFICER-(NLC GRADE 6)- ONE (1) POSTS-REF:NLC/21/3/2020

Gross Salary for the position of Senior Land Use Planning Officer (Min Kshs. 90,000 – Max Kshs. 130,000)

Job Purpose

An officer appointed to this position will be responsible for providing technical and professional support to the Principal Land use Planner in the monitoring and evaluation of the implementation of Land Use Planning strategies throughout the country.

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions;

- i. Monitor the adherence of the National government, Counties, Agencies and Communities to standards and guidelines for development control in their execution of land use plans
- ii. Scrutinize land alienation plans for public land to ensure they are in line with the provisions of the law
- iii. Make recommendations on plans submitted by management bodies for approval by the commission following a review of their compliance to the provisions of the law
- iv. Conduct research on matters relating to land use planning at inter-county and county and make recommendations for continuous improvement as assigned
- v. Review land use action plans for specific assigned projects such as residential housing schemes, industrial estates and recreational facilities and make recommendations on their suitability
- vi. Assist in collecting land use planning information and emerging issues and provide feedback to inform land use guidelines and standards

- vii. Provide technical and professional assistance to counties and other agencies in implementing land use planning policies, strategies, standards and programmes
- viii. Provide technical and professional assistance to counties on planning and acquisition of land for public utilities
- ix. Supervise the maintenance of an up to date inventory of existing plans prepared by the national and county governments
- x. Conduct public education on land use planning and development control matters to promote awareness
- xi. Assist in preparing and overseeing implementation of guidelines and regulations for management of land development applications defined County clusters
- xii. Conduct research on land suitability and make recommendations on land acquisition and land banking.

Academic and Professional Qualifications

For Appointment to this grade, a candidate must have:

- i. Bachelor's Degree in Urban and Regional Planning or any other relevant field from a recognized institution
- ii. Registered with Kenya Institute of Planners
- iii. Five (5) years of service, or similar experience in a comparable position from a reputable organization
- iv. Certificate in Management course not lasting less than four weeks from a recognized institution

Applicants must possess level of knowledge and skills in the following areas;

- i. Knowledge of relevant legislation including Land Act, Land use Planning Law, Urban Areas and Cities Act
- ii. Knowledge of relevant professional standards
- iii. Proficiency in Computer applications
- iv. Good Communication skills

22. LAND USE PLANNING ASSISTANT-(NLC GRADE 8)-TWO (2)POSTS-

REF: NLC/22/3/2020

Gross Salary for the position of Land Use Planning Assistant (Min Kshs. 50,000 – Max Kshs. 75,000)

Job Purpose

An officer appointed to this position is responsible for the day to day management of planning data to facilitate monitoring and oversight of land use planning

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions;

- i. Maintain an up to date record of land use plans for public land including public purpose- surrenders, riparian reserves, water towers, wetlands, open spaces, road reserves, and land banks
- ii. Vet submitted land use plans to ensure the land use plans presented to the commission adhere to set standards and regulations
- iii. Provide technical quality and presentation of land use plans for which the Commission is providing oversight
- iv. Identify sources of Land Use Planning data to inform studies in the area as well as the development of new plans
- v. Conduct site inspections for land use plans in the process of implementation and document field reports highlighting findings to inform decision making Capture, process, maintain and present geographic data using modern techniques and design maps, graphics, illustrations and layouts for specialist and general users
- vi. Leverage on ICT developments to convert analogue land use data to digital format to improve efficiency
- vii. Research and evaluate map source data for use in the preparation or revision of plans
- viii. Liaise with external contacts, such as surveyors and designers, regarding the supply of planning data.
- ix. Collate data from remote sensing techniques and systems and design, update and maintain Geographic Information System (GIS) databases to inform monitoring and oversight role
- x. Use Geographic Information System (GIS) to model and analyze landscape features and provide technical assistance on land suitability analysis.

- xi. Contribute to continuous improvement initiatives including making proposals to upgrade GIS software to current, more efficient and effective technologies and keeping up to date with emerging specialist software
- xii. Provide oversight over GIS system in land use planning

Academic and Professional Qualifications

For Appointment to this grade, a candidate must have:

- i. Higher Diploma in Urban and Regional Planning, Regional Planning, Cartography, Geoinformatics, Geographic Information Systems (GIS) from a recognized institution.
- ii. Certificate in GIS applications
- iii. Two (2)years of service in a comparable position from a reputable organization

Applicants must possess level of knowledge and skills in the following areas;

- i. Competence in GIS application
- ii. Working knowledge of desktop publishing packages to edit and formulate plans
- iii. Proficiency in computer application
- iv. Knowledge of relevant professional standards
- v. Good Communication skills

H) MONITORING & EVALUATION UNIT

23. SENIOR MONITORING & EVALUATION OFFICER- (NLC 6)- ONE (1)POST- REF: NLC/23/3/2020

Gross Salary for the position of Senior Monitoring and Evaluation Officer (Min Kshs. 90,000 – Max Kshs. 130,000)

Job Purpose

An officer appointed to this position will be responsible for the provision of guidance to programmes on matters related to programme planning, result tracking, reviews and reporting to ensure achievement of the departmental strategy, support the quality assurance on programs design and implementation.

Duties and Responsibilities

- i. Support the Chief monitoring and evaluation Officer in monitoring of all activities of the different programmes of the Commission through the review of work plans and reports, collection of performance data and compiling the data into the programs database
- ii. Monitor and encourage the practice of systematic documentation of programme results and compliance with Planning, Monitoring and Evaluation tools, schedules and standards
- iii. Facilitate intra programme reflection and learning across the programmatic Directorates as part of the programme project management
- iv. Conduct quarterly County technical support, capacity building and supervisory visits to check on quality assurance
- v. Randomize Field Monitoring and Field support and provide assistance to programmes to conduct outcomes
- vi. monitoring
- vii. Gather and analyze changes in tracking indicators on a quarterly basis or as guided by the M&E framework for timely decision-making and improved programming

Academic and Professional Qualifications

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

- i. Bachelor's degree from a recognized institution in Development, Economics, Information Management, or Social Sciences or equivalent qualification from a recognized institution.
- ii. Diploma in M&E or Post Graduate qualification in M&E and Project Cycle Management.
- iii. Five (5) years of service, or similar experience in a comparable position from a reputable organization.
- iv. Certificate in Management course not lasting less than four weeks from a recognized institution

Applicants must possess knowledge and skills in the following areas;

- i. Computer literacy
- ii. Knowledge of basic budgeting skills
- iii. Knowledge of relevant legislation
- iv. Knowledge of professional standards.
- v. Information, cultural or media literacy
- vi. Good Communication skills

24. MONITORING & EVALUATION OFFICER- (NLC GRADE 7) – ONE (1) POST-REF:NLC/24/3/2020

Gross Salary for the position of Monitoring and Evaluation Officer (Min Kshs. 65,000 – Max Kshs. 95,000)

Job Purpose

An officer appointed to this position will be responsible in assisting in designing and implementing the M&E activities of NLC's projects; assisting in preparing Quarterly/Annual Commission reports, developing and maintaining the management information system of the Project and will be responsible for the collection & analysis of different data in relation to the Commission activities and projects.

Duties and Responsibilities

- i. Participate in the development and review of NLC's Monitoring & Evaluation (M&E) framework and guidelines.
- ii. Undertake participatory monitoring and evaluation of Commission activities.
- iii. Collect, collate and compile periodic M&E reports for the assigned NLC's activities.
- iv. Assist in Commission budgeting activities and planning.
- v. Assist in quality assurance on programs design and implementation.
- vi. Assist in undertaking baseline studies and internal evaluation.
- vii. Support programs/ Directorates on project design and implementation.

Academic and Professional Qualifications

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

- i. Bachelor's Degree in any of the following fields; Business Management, Statistics, Economics or any other equivalent qualification from a recognized institution.
- ii. Diploma or Certificate in Project Management or Monitoring and Evaluation.
- iii. Three (3) years of service, or similar experience in a comparable position from a reputable organization

Applicants must possess knowledge and skills in the following areas;

- i. Meet the requirements of Proficiency in computer applications
- ii. Knowledge of basic budgeting skills
- iii. Knowledge of relevant legislation
- iv. Knowledge of professional standards.
- v. Information, cultural or media literacy
- vi. Good Communication skills

D) VALUATION AND TAXATION DIRECTORATE

**25. SENIOR VALUATION AND TAXATION OFFICER- (NLC GRADE 6)- SIX (6) POSTS-
REF: NLC/25/3/2020**

**Gross Salary for the position of Senior Valuation and Taxation Officer (Min Kshs. 90,000
– Max Kshs. 130,000)**

Job Purpose

An officer appointed to this position will be responsible for providing conveyancing and valuation activities in the Valuation and Taxation Directorate.

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions;

- i. Supervising the day to day activities of the subordinates.
- ii. Prepare work plans.
- iii. Implement Constitutional and Statutory provisions on valuation and taxation of land at National and County government levels.

- iv. Maintain a databank of property values and ensure updating, maintenance and security of records in their areas of posting.
- v. Value ground rents and stand premium payable for new land allocations and lease renewals.
- vi. Value stamp-duty payable on land transactions.
- vii. Review enhanced rents for lease extensions and change in user of land.
- viii. Undertake valuations for compulsory acquisitions and easements.
- ix. Undertake valuations for taxation.
- x. Prepare monthly reports on work undertaken.
- xi. Direct appropriately enquiries from the public on land valuation and taxation matters.

Academic and Professional Qualifications

For Appointment to this grade, a candidate must have:

- i. Bachelor's degree in Land Economics or Real Estate from a recognized institution.
- ii. Associate or technical member of Institute of Surveyors of Kenya.
- iii. Five (5) years' experience in handling huge valuation project
- iv. Certificate in Management course not lasting less than four weeks from a recognized institution

Applicants must possess level of knowledge and skills in the following areas;

- i. Knowledge of relevant legislation
- ii. Knowledge of professional standards
- iii. Proficiency in Computer applications
- iv. Good Communication skills

26. VALUATION AND TAXATION OFFICER -(NLC GRADE 7) - THREE (3) POSTS- REF:NLC/26/3/2020

Gross Salary for the position of Valuation and Taxation Officer (Min Kshs. 65,000 – Max Kshs. 95,000)

Job Purpose

An officer appointed to this position will be responsible for providing valuation services in the Valuation and Taxation Directorate.

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions;

- i. Assist in Implementing Constitutional and Statutory provisions on valuation and taxation of land at National and County government levels.
- ii. Collect data for processing into a databank of property values.
- iii. Value ground rents and stand premium payable for new land allocations and lease renewals.
- iv. Assist in Valuation of stamp-duty payable on land transactions.
- v. Assist in reviewing enhanced rents for lease extensions and change in user of land.
- vi. Undertake valuations for compulsory acquisitions and easements.
- vii. Undertake valuations for taxation.
- viii. Assist in preparing monthly reports on work undertaken.

Academic and Professional Qualifications

For Appointment to this grade, a candidate must have:

- i. Bachelor's degree in Land Economics or Real Estate from a recognized institution.
- ii. At graduate member of Institute of Surveyors of Kenya.
- v. Three (3) years of service, or similar experience in a comparable position from a reputable organization
- vi. Experience in handling huge valuation projects will be an added advantage

Applicants must possess level of knowledge and skills in the following areas;

- i. Knowledge of relevant legislation
- ii. Knowledge of professional standards
- iii. Proficiency in Computer applications
- iv. Good Communication skills

J) HUMAN RESOURCE DIRECTORATE

27. SENIOR HUMAN RESOURCE OFFICER -(NLC GRADE 6)- ONE (1) POST- REF:NLC/27/3/2020

Gross Salary for the position of Senior Human Resource Officer (Min Kshs. 90,000 – Max Kshs. 130,000)

Job Purpose

An Officer appointed to this position will be responsible for the provision of support in the administration of employee benefits, and provides support on compliance with the set labour laws, policies and procedures in the management of human resources. Additionally, the position provides user support services that enhances the delivery of human resource services.

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions;

- i. Implement the human resource directorate work plan to assist in the implementation of the human resource strategy that ensures the availability of a competent and motivated work force that supports efficiency in the delivery of the commission strategy
- ii. Provide input in the development and review of the human resource management policies and procedures, to ensure the directorate has guidelines that support the delivery of quality training services to the commission, in line with best practice and the needs of the commission
- iii. Assist in the enhancement of human resource systems at the commission through provision of information on areas of enhancement, to enhance efficiency in service delivery
- iv. Provide advice on employment standards and legislation such as workers compensation, labour standards, and Fair Practices, to support the commission compliance with the relevant legislation, and to enhance the quality of employee management services at the commission
- v. Implement staff performance and career progression guidelines to ensure employee career and performance management is done in line with the needs of the commission in the delivery of land management services

- vi. Create awareness on workplace safety rules to ensure compliance with the OSHA Act, and to reduce workplace accidents and incidents that disrupt the operations of the commission in the delivery of service
- vii. Implement all statutory requirements that include PAYE, NSSF, employee tax returns, and registration of work place, to ensure the commission is compliant with all regulations
- viii. Assist in the management of the HIV/AIDS, Alcohol and Drug Abuse programmes, to ensure the programmes are effective and support minimal disruptions to the commission operations, and submit timely reports to ensure identified challenges in the management of programmes are addressed in a timely manner
- ix. Assist in the administration of performance management by the Commission, to ensure performance targets are set and managed in line with the overall Commission performance targets
- x. Assist in the management of employee welfare systems that include the medical scheme, to ensure best practice payroll processes are undertaken such as regular checking of data, audits, carrying out statutory reporting as necessitated by the government of Kenya in order to minimize errors

Academic and Professional Qualifications

For Appointment to this grade, a candidate must have:

- i. Bachelor's Degree in Social Sciences or its equivalent qualifications from a recognized institution
- ii. Certified Human Resource Professional (CHRP) Certificate or Higher Diploma in any of the following disciplines: Human Resource Management Human Resource Development or Industrial Relations, or its equivalent qualification from a recognized institution.
- iii. Member of Institute of Human Resource Management (IHRM).
- iv. Five (5) years of service, or similar experience in a comparable position from a reputable organization

- v. Certificate in Management course not lasting less than four weeks from a recognized institution

Applicants must possess level of knowledge and skills in the following areas;

- i. Understanding of labour laws and statutory returns
- ii. Familiarity with the Human Resources Information System
- iii. An understanding of performance review methods and techniques
- iv. Proficiency in Computer applications
- v. Good Communication skills

28. HUMAN RESOURCE OFFICER -(NLC GRADE 7)- ONE (1) POST- REF: NLC/28/3/2020

Gross Salary for the position of Human Resource Officer (Min Kshs. 65,000 – Max Kshs. 95,000)

Job Purpose

An officer appointed to this position is responsible for the provision of administrative support on the compilation of monthly performance reports, provides data into the payroll process and prepares staff benefits for validation by management, to ensure the procedures are in line with overall HR functions

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions;

- i. Process documentation relating to personnel activities such as staff levels, performance evaluations and classifications, to maintain confidentiality and adherence to the HR function
- ii. Draft letters of promotion, probation, appointment for review, approval and validation by Senior Human Resource Officer for circulation by the management
- iii. Capture staff data on appointments and any other changes that may arise, to ensure compliance with the standard guidelines set in the Commission
- iv. Explain company benefits and procedures to employees.

- v. File timely returns for statutory deductions, to ensure compliance to the government regulations and avoid steep penalization to the Commission
- vi. Manage leave of the staff in the Commission to ensure proper management of the resource in the commission and as per the government regulations
- vii. Verify and maintain all payroll records that include data bases and spreadsheets
- viii. Assist in Administration of Staff welfare
- ix. Assist in management of staff medical cover

Academic and Professional Qualifications

For Appointment to this grade, a candidate must have:

- i. Bachelor's Degree in Social Sciences or its equivalent qualifications from a recognized institution
- ii. Certified Human Resource Professional Certificate (CHRP) or Diploma in any of the following disciplines: Human Resource Management Human Resource Development or Industrial Relations, or its equivalent qualification from a recognized institution.
- iii. Member of Institute of Human Resource Management (IHRM).
- iv. Three (3) years of service, or similar experience in a comparable position from a reputable organization

Applicants must possess level of knowledge and skills in the following areas;

- i. Familiarity with the Human Resources Information System
- ii. An understanding of performance review methods & techniques
- iii. Proficiency in Computer applications
- iv. Good Communication skills

K) LAND ADMINISTRATION DIRECTORATE

29. LAND ADMINISTRATION OFFICER-(NLC GRADE 7) - SIX (6) POSTS- REF:NLC29/3/2020

Gross Salary for the position of Land Administration Officer (Min Kshs. 65,000 – Max Kshs. 95,000)

Job Purpose

An Officer appointed position will be responsible for the compilation of various land administration correspondences, verification of property and surveying particulars and the development of applications on land development, to ensure all standards of the directorate are adhered to.

Duties and Responsibilities

The successful candidate will be responsible to perform the following functions;

- i. Compile and draft land allotment letters and submit to the Senior Officer for review and onward transmission
- ii. Draft Valuation requisition forms for determining of rent and stand premium, to ensure correct payments are made to the Commission
- iii. Compile and draft letters to forward executed titles and documents for registration for review and approval by the Director
- iv. Draft briefs on communicating decisions on applications for extensions and renewal of leases and submit for review to Senior Officer and onward transmission
- v. Process development application and establish status of land, to keep up to date files on land for faster retrieval of information
- vi. Conduct site inspections, and compile findings, reports and make recommendations for submission to the Senior Officer for review
- vii. Verify property and surveying particulars, to ensure that all procedures and processes of land acquisition has been adhered to
- viii. Capture new files into the file tracking system, for easy retrieval of information on specific files that need urgent follow ups
- ix. Update land records in land administration, to ensure continuous flow of information within the commission

- x. Process applications for land and land development and submit for review by the Senior officer, to ensure standardization of development processes and alignment of the process to the set standards and guidelines of the Directorate
- xi. Receive and respond to complaints based on land matters and escalate the issues raised to the relevant parties

Academic and Professional Qualifications

For Appointment to this grade, a candidate must have:

- i. Bachelor's degree in Land Economics, Land Management, Land Administration, Real Estate Management, Geography Law, Anthropology , Sociology or any other relevant course from a recognized institution
- ii. Three (3) years of service, or similar experience in a comparable position from a reputable organization

Applicants must possess level of knowledge and skills in the following areas;

- i. Relevant legislations for the land sector
- ii. Professional Standards
- iii. Land use legislation and by-laws
- iv. Land use application and appeals process
- v. Land claims and negotiations processes
- vi. Proficiency in Computer applications
- vii. Good Communication skills

MODE OF APPLICATION;

Applicants should submit copies of the following:

- i. Application letter together with a detailed Curriculum Vitae including names of three referees and their full contacts (name, post office box number, email address, and telephone/mobile phone contact;
- ii. Copies of academic certificates and testimonials;
- iii. Certificate of good conduct, clearance/compliance from HELB, EACC, Credit Reference Bureau (CRB) and KRA Tax Compliance Certificate.

- iv. Applications without the relevant qualifications and supporting documents as required will not be considered.
- v. All applications should include job reference numbers (on the envelop and application letter), a reliable email address and day-time telephone contact.

Applicants are advised to visit our [website www.landcommission.go.ke](http://www.landcommission.go.ke) for instructions on how to apply. Applicants **MUST** apply both online and submit hard copies of their application. In case you do not hear from us, please consider your application as unsuccessful.

Please note that canvassing for these positions will lead to automatic disqualification.

The National Land Commission is an equal opportunity employer; women, people from marginalized areas and Persons living with disabilities are encouraged to apply.

The applications should reach the office of the Secretary/ CEO, National Land Commission by **31st March, 2020 on/or before 5.00pm.**

All Applications should be submitted to:

**The Secretary/CEO
National Land Commission
1st Ngong Road, Avenue
ACK Garden Annex, 7th Floor,
P.O Box 44417-00100
Nairobi.**