



NATIONAL LAND COMMISSION

National Land Commission, 316 Upperhill Chambers, 2nd Ngong Avenue, off Ngong Road
P.O. Box 44417 – 00100, Nairobi-KENYA, Tel: 0111042800, Email: info@landcommission.go.ke
Website: www.landcommission.go.ke



VACANCIES

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

Pursuant to Article 252 1(C) of the Constitution of Kenya 2010 and section 22 of the National Land Commission Act of 2012, the Commission invites applications from suitable candidates to fill the following vacant positions;

1. VALUATION AND TAXATION DIRECTORATE

a) Director Valuation and Taxation – (Grade NLC 2) – ONE (1) POST

Terms of Appointment

The appointment will be on a Five (5) years contract renewable subject to satisfactory performance

Personal Emolument for the position of Director Valuation and Taxation;

Basic Salary Scale	:	Kshs Min 335,950 – Max 496,170 Per month
House Allowance	:	Kshs. 80,000 Per month
Commuter Allowance	:	Kshs. 20,000 Per month
Entertainment Allowance	:	Kshs. 40,000 Per month
Leave Allowance	:	Kshs. 30,000 Per annum
Medical Cover	:	As provided by the Commission
Gratuity Rate	:	31% of annual basic pay for every year served.

Job Purpose

The purpose of this job is to provide strategic leadership in the formulation of strategies, policies, and programs and technical expertise and coordination of the Directorate activities in line with the overall commission strategic objectives.

Duties and Responsibilities;

1. Formulate policies and programs for the Directorate in line with constitutional provisions in Article 40 (3 and 4) and Article 67(g) and the Land Act 2012 provisions in Part VIII and X, Valuation for Rating Act Cap 266 and the Rating Act Cap 267 in consultation with statutory bodies and other Directorates, and provides leadership in the development, formulation and review procedures and strategies on compulsory land acquisition and taxation.
2. Liaise with the Ministry of Lands and Physical Planning in undertaking joint tasks and activities in land acquisition.
3. Oversee implementation of Directorate's programs to give effect to Commission's mandate.
4. Oversee the development and maintenance of a functional register of compulsorily acquired lands.
5. Lead in the development of budgets and monitors implementation of planned activities in the Directorate.
6. Oversee implementation of the Commission and Management Policy directions in the Directorate.
7. Serve as the Secretary to the Land Valuation and Taxation Committee.
8. Oversee the implementation of automation of the Directorate's Valuation Management System.
9. Coordinate and liaise with external institutions for planning and implementation of land acquisition projects.
10. Supervise execution of the statutory processes of land acquisition pursuant to Part VIII of the Land Act 2012.
11. Recommend valuation schedules for issuance of awards for approval of by Land Valuation and Taxation Committee.
12. Manage the execution of the statutory processes of creating public rights of way (wayleaves) for acquiring bodies pursuant to Section 143-149 of the Land Act 2012.
13. Liaise with the acquiring Government Agencies in implementation of the Resettlement Action Plans for projects.
14. Provide leadership in the coordination of the directorate operations to ensure the directorate work plan is implemented within the set timelines and quality standards and ensures staff performance in the Directorate is managed and competencies of staff developed for enhanced service delivery.
15. Provide technical advice to the Land Valuation and Taxation Committee of the Commission and Government MDAs on issues related to valuation and taxation.
16. Implement the Constitution and relevant legislative provisions.
17. Lead in public participation and sensitization on land acquisition and taxation matters in the Commission.
18. Facilitate establishment of a database for valuation and taxation records and market values of land.
19. Promote professional linkages between the Commission and related statutory bodies including; Valuers Registration Board, Estate Agency Registration Boards, APSEA, CASTLE, FIG), the Institution of Surveyors of Kenya (ISK) for seamless professional practice.
20. Manage the valuation process for acquisition by National and County Governments and quasi-government bodies to ensure the procedures are conducted within the set quality standards and legal guidelines, that the state is protected from non-compliance risks, and to meet the needs of all stakeholders concerned.

Job Competencies (Knowledge, Experience and Attributes / Skills):

Academic Qualifications;

1. Master's degree in any of the following disciplines; Land Economics, Real Estate or equivalent qualification from a recognized institution.
2. Bachelor degree in any of the following disciplines; Land Economics, Real Estate or equivalent qualification from a recognized institution.



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Professional Qualifications / Membership to professional bodies;

1. Certificate in a Leadership Course/Corporate Management lasting not less than six (6) weeks from a recognized institution.
2. Should be a full member of the Institution of Surveyors of Kenya.
3. Should be a registered and practicing Valuer with certification from the Valuers Registration Board and be in good standing.
4. Should be Computer literate.

Previous relevant work experience required

The applicant should have 15 years of service, five (5) of which should be in a comparable position in a reputable organization.

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

1. Leadership Skills.
2. Knowledge of relevant legislation.
3. Knowledge of professional standard.
4. Ability to work under pressure.
5. Team player with exemplary leadership qualities, interpersonal, communication and collaborative skills.
6. Demonstrate clear understanding of the Commission's mandate.
7. Demonstrate a thorough understanding of National Goals, Policies and Development objectives and ability to align them to the Commission's mandate.
8. Possess Certificate in Computer Applications from a recognized institution.

2. LAND ADMINISTRATION AND MANAGEMENT DIRECTORATE

(a) Deputy Director Land Administration and Management – (Grade NLC 3) – ONE (1) Post

Terms of Appointment

The appointment will be on a Permanent and Pensionable terms.

Personal Emolument for the position of Deputy Director Land Administration

Basic Salary Scale	:	Kshs Min 238,410 – Max 387,500 Per month
House Allowance	:	Kshs. 60,000 Per month
Commuter Allowance	:	Kshs. 18,000 Per month
Entertainment Allowance	:	Kshs. 20,000 Per month
Leave Allowance	:	Kshs. 30,000 Per annum
Medical Cover	:	As provided by the Commission

Job purpose

The purpose of this job is to provide leadership in the administration and management of public land in line with the mandate of the National Land Commission as provided for in Article 62 (2) and (3) as read together with Article 67 (2) of the Constitution and the obtaining Land Laws, Regulations and Policies.

Duties and Responsibilities;

1. Coordinate land administration issues, which include allocations, preparations of leases and development applications such as renewal of leases, subdivisions and amalgamations.
2. Supervise inventory of information about public land within large scale subdivisions and settlement scheme.
3. Make recommendations on policy matters on land administration,
4. Coordinate matters relating to strategic national projects and programs.
5. Make Recommendations on policy proposals to the Director for consideration by the Commission.
6. Coordinate dispute resolution sessions in accordance with the laid down procedures.
7. Supervise documentation of land information and dissemination to the public and other stakeholders.
8. Coordinate the development and implementation of strategic plans, annual work plans and service charter.
9. Coordinating setting of the Directorates' Performance targets and Preparation of work plans.
10. Verify leases and grants before forwarding for execution.
11. Initiate Squatter Regularization and Formalization Programmes.
12. Develop and implement technical standards for service delivery in the Counties.
13. Analyze claims on land and make recommendations for documentation.
14. Initiate appropriate action for non-compliance with land development conditions.

Job Competencies (Knowledge, Experience and Attributes / Skills):

Academic Qualifications;

1. Master's Degree in Land Administration, Land Management, Land Economics, Real Estate Management, Geography, Law and other relevant degrees from recognized institutions;
2. Bachelor's degree in Land Administration, Land Management, Land Economics, Real Estate Management, Geography, Law and other relevant degrees from recognized institutions;



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Professional Qualifications / Membership to professional bodies;

1. Certificate in a Leadership Course/Corporate Management lasting not less than six (6) weeks from a recognized institution.
2. Postgraduate Diploma from Institution of Surveyors of Kenya.
3. Full Membership with the Institution of Surveyors of Kenya (ISK)

Previous relevant work experience required.

Must have served for twelve (12) years, three (3) years of which must be experience in comparable positions in Public Service or from any reputable organization.

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

1. Strategic Leadership Skills.
2. Analytical Skills.
3. Communication Skills.
4. Computing skills.
5. Team leadership skills.
6. Knowledge of budget preparation skills.
7. Presentation skills.
8. Map reading skills.

3. HUMAN RESOURCE AND ADMINISTRATION DIRECTORATE

(a) Deputy Director Human Resource and Administration, (Grade NLC 3) – ONE (1) Post

Terms of Appointment

The appointment will be on a Permanent and Pensionable terms.

Personal Emolument for the position of Deputy Human Resource and Administration

Basic Salary Scale	:	Kshs Min 238,410 – Max 387,500 Per month
House Allowance	:	Kshs. 60,000 Per month
Commuter Allowance	:	Kshs. 18,000 Per month
Entertainment Allowance	:	Kshs. 20,000 Per month
Leave Allowance	:	Kshs. 30,000 Per annum
Medical Cover	:	As provided by the Commission

Job Purpose

The purpose of the job is to coordinate human resource management, development and administration activities in the Directorate.

Duties and Responsibilities

1. Coordinate human resource management activities including preparation of HR budget, recruitment, selection, placement, promotion, career management, staff welfare, discipline, and salary administration.
2. Interpret labour laws and other statutes that impact on the human resource function.
3. Analyze the staffing levels and making proposals for succession planning.
4. Implement the Human Resource Information Management System.
5. Manage employee relations and maintaining staff discipline and managing the payroll.
6. Manage the identification of development needs from the performance appraisals and support the execution of development plans to cultivate a performance driven culture to meet the Commission's overall objective.
7. Manage training needs analysis and skills gap analysis, training programs and evaluate the effectiveness of the training programs.
8. Prepare the Directorate budget and monitor its implementation.
9. Manage and maintains staff skills databank and coordinate skills audit on annual basis.
10. Coordinate implementation of performance management system, including performance appraisal system, rewards, and sanction frameworks.
11. Ensure compliance with statutes and regulations related to HR.
12. Coordinate the on boarding of new employees into the Commission to ensure their success and Commission's culture fit.
13. Ensure establishment of key performance indicators and update regularly as appropriate.
14. Coordinating the establishment and maintenance of records management systems.
15. Coordinate the development, review and implementation of Human Resource and Administration policies.
16. Oversee preparation of annual budget and work plans for the repair and maintenance of vehicles, office maintenance, utilities and other shared services.
17. Oversee disaster management programs, organizing emergency response activities and security of buildings.
18. Oversee provision of logistical support to facilitate smooth office operations.
19. Oversee contracted services.
20. Oversee the activities of records management in the Commission.



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Job Competencies (Knowledge, Experience and Attributes / Skills):

Academic Qualifications;

1. Master's degree in Human Resource Management, Personnel Management, Public Administration, Social Sciences or its equivalent qualification from a recognized institution
2. Bachelor's degree in Human Resource Management, Personnel Management, Public Administration, Social Sciences or its equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies;

1. Certified Human Resource Professional (CHRP-K).
2. Practicing Certificate from the Institute of Human Resource Management (IHRM)
3. Certificate in a Leadership Course/Corporate Management lasting not less than six (6) weeks from a recognized institution.

Previous relevant work experience required.

Must have served for fifteen (12) years of service, three (3) of which should be in a comparable position from a reputable organization

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

1. Knowledge of International Laws, Kenyan Labour Laws and other related HR legislations.
2. Counselling Skills
3. Presentation Skills
4. HR Metrics Skills
5. Leadership skills
6. Communication skills

NOTES TO APPLICANTS:

- i. Candidates should attach all documents to the application form (download from the Commission website).
- ii. Send your application letter together with detailed Curriculum Vitae, copies of academic certificates and testimonials including names of three referees and their full contacts (Name, post office box number, email address, and telephone/mobile phone contacts).
- iii. Academic and professional certificates not obtained by closure of the advert should not be accepted.
- iv. Shortlisted candidates shall be required to produce originals of their **National Identity card, Certificate of good conduct, Clearance from HELB, EACC, Credit Reference Bureau (CRB) & KRA Tax Compliance Certificate and Academic & Professional Certificates, and Transcripts** during interviews.
- v. Please note that it is a criminal offence to present fake certificates.
- vi. In case you do not hear from us, please consider your application as unsuccessful.
- vii. Please note that canvassing for this position will lead to automatic disqualification.
- viii. Applicants are advised to visit Commission website: www.landcommission.go.ke for instructions on how to apply. Applicants are required to **submit hard copies** of their applications.
- ix. The applications should reach the office of the Secretary/ CEO, National Land Commission **on or before 18th March, 2025 by 5.00pm.**

All hardcopy applications should be submitted to;

**THE SECRETARY/CEO
NATIONAL LAND COMMISSION
316 UPPERHILL CHAMBERS, 20TH FLOOR
P.O BOX 44417-00100, NAIROBI.**

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