

DIRECTOR

Applications are invited from suitably qualified individuals to fill one (1) vacant post of Director in the Lands and Surveys Department of the Anguilla Public Service which will become vacant in November 2009.

The post is in Grade B with a salary of EC\$136,140 per annum. **The starting salary for this post is subject to change depending on the qualifications and experience of the successful candidate.**

The key duties of the post include:

1. Participate in the development and drafting of land related policies.
2. Liaise with customers to provide technical advice, guidelines and clarification as necessary.
3. Direct and control the operations of the Land Registry as to ensure compliance with statutory regulations and ensure the achievement of work targets.
4. Ensure the effective monitoring and conduct of land surveys in accordance with established standards and guidelines.
5. Ensure the effective supervision and conduct of property valuations in accordance with established standards and guidelines.
6. Ensure that land Registers are checked and signed.
7. Ensure the conduct of official searches and the issuance of Land Certificate and other instruments in accordance with the registered Land Act.
8. Conduct all dispute and other land related hearings and attend court when necessary.
9. Provide advice to the Ministry on all matters relating to management of Crown Lands, access to beaches and acquisition of land for Public purposes.

10. Ensure the management of all matters in relation to the management of Crown Lands, access to beaches and acquisition of lands for Public purposes.
11. Ensure the collection of all government revenue.
12. Manage the administrative operations and administration of the Lands & Surveys Department and develop and implement policies, procedures & Systems for the achievement of departmental objectives.
13. Participate in disaster management activities designed to prepare for, mitigate against and respond to disaster events.
14. Develop and implement strategies for improving and maintaining a high level of Customer Service in the public sector.
15. Perform other related duties as required by the job function

QUALIFICATIONS:

The incumbent must possess well-developed theoretical and practical knowledges and skills in land administration and registration. The institutional, statutory and regulatory framework in which the job function is performed, calculative and analytical ability, communicative and interpersonal skills, interpretative judgment and a thorough understanding of the management function.

These knowledges, skills and abilities are normally obtained in the process of the acquisition of a Bachelors degree in land administration, or a related field, a diploma in Land surveying and a Masters Degree in Land Administration and at least five years working experience in land registration and land surveying functions.

Persons interested in this position should obtain the necessary application form from the Department of Public Administration, The James Ronald Webster Building, The Valley, Anguilla or online at www.gov.ai (forms, General Application Form p1). The completed form along with supporting documentation should be submitted on or before Friday, 14 August 2009.