



PAPUA NEW GUINEA PUBLIC SERVICE



Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

<b>AGENCY:</b> Works & Highways	<b>SYS. POSN. NO.:</b>	<b>REF. NO.:</b> 60ESSL06
<b>WING:</b> Network Planning, Design & Standards	<b>DESIGNATION/CLASSIFICATION:</b> Senior Land Management Officer      Grade 13	
<b>DIVISION:</b> Engineering Services & Standards	<b>LOCAL DESIGNATION:</b> Senior Land Management Officer	
<b>BRANCH:</b> Survey and Lands	<b>REPORTING TO:</b> Principal Land Management Officer Grade 15	<b>SYS. POS. NO.:</b> <b>REF. NO.:</b> 60DSSL02 06
<b>SECTION:</b> Land Acquisition Unit	<b>LOCATION:</b> Headquarter - BOROKO	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Re-number

2. PURPOSE

To ensure land relating to Department of Works projects are acquired prior to implementation of projects under its Capital Works Program.

3. DIMENSIONS

N/A

4. PRINCIPLE ACCOUNTABILITIES

Report directly to Supervising Land Management Officer , Position No. 60DSSL 08

5. MAJOR DUTIES

- 5.1 Directly involve in any matters relating to Acquisition of Land for projects within the Technical Services and Operations divisions.
- 5.2 Search records at Lands Department, Valuer General’s office and other Agencies that may help determine the status or legal entity of land required for Department’s Capital Works program.
- 5.3 Monitor progress on Land Acquisition undertaken by Department of Lands and Physical Planning on DoW Projects.
- 5.4 Regularly determine progress on acquisition or allocation of land required for Works projects and provide progress reports.
- 5.5. Accompany senior land Management officers to the field to conduct land investigations into customary ownership.
- 5.6 Create and maintain records of all land required for department of Works projects.
- 5.7 Assist in the maintenance of crop and gravel compensation in all provinces
- 5.8 Supervise and assist in the training of subordinates staff

## **NATURE AND SCOPE**

### **6.1 WORKING RELATIONSHIP**

**(a) Internal**

Directly answerable to Supervising Land Management Officer , Position No. 60DSS 08

**(b) External**

N/A

### **6.2 WORK ENVIRONMENT**

TECHNICAL -SPECIALIST

### **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

N/A

### **8. CHALLENGES**

N/A

### **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

**(a) Qualifications**

Has a degree in Land Studies from a recognize University ( Unitech ).

A member of Institute of Valuer's and Land Administration of PNG. Registration as a Valuer is an advantage.

**(b) Knowledge**

Has a basic knowledge of in land and land registration Acts and land acquisition procedures . He/She is able to liaise with State Solicitor's office on legal matters relating to land.

**(c) Skills**

With minimum supervision is able to organize and coordinate field parties to compile straight forward land investigation reports into customary ownership.

**(d) Work Experience**

The candidate should have a minimum of 5 years work experience in land acquisition and related tasks.