

LEARNING AND DEVELOPMENT OPPORTUNITY



INTERNAL REASSIGNMENT NOTICE

Lands Officer



Opening Date: 20th November, 2020

Closing Date: 4th December, 2020

Location: Various

Ministry/Department: Ministry of Natural Resources, Labour and Immigration

Job Classification: Technical

Assignment Duration: Full time; **6 Months Assignment**

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop new skills,
- ✓ work with a dynamic team on some transformative and new initiatives?

RESPONSIBILITIES

1. Assist with research on applications for lease, purchase or other use of Crown Land to ensure adequate information is obtained for decision-making. This includes conducting research with:
 - a) Development Planning
 - b) Town and Country Planning
2. Assist with the appraisals for land acquisition and site inspections, as well as liaise with all Agencies involved in land acquisition to ensure efficient communication and coordination of information.
3. Assist with the coordination of major developments on Crown Lands, such as subdivisions and subsequent sales of land, to ensure efficient use of resources.
4. Assist with the research and development of policies in areas, including Housing, Land/Seabed matters and Environmental matters relating to Lands Management, to ensure adequate information is obtained for decision-making, as well as prepare Cabinet Papers and implement policy directives.
5. Conduct field visits and site inspections related to duties assigned to support research and information gathering.
6. Attend meetings, workshops and training session as instructed to ensure awareness of any change in policies or procedures which may be relevant to the role.
7. Record and maintain a register of rent from the collection of Crown Leases and Sale of Crown Grants, as well as maintain and update data from the collection of rents in Land Management database to ensure accurate records are available for future reference.
8. Prepare quarterly reports of revenue collected from the sale and lease of Public Lands, as well as relevant reports for the Ministry and other Agencies as required for management information purposes.
9. Assist with the preparation of five-year reviews of rental to reverse the total premium in line with fair market prices.
10. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Ministry.

**QUALIFICATIONS, SKILLS AND
COMPETENCIES**

- Bachelor's Degree in Land Management or a related area
- One (1) to two (2) years related experience
- Valid BVI Driver's Licence
- Good knowledge of Government structure, policies and procedures
- Good knowledge of Land and Estate Management and Land Appraisal Systems
- Good knowledge of relevant laws, regulations and policies
- Good knowledge of the geography of the BVI
- Good oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Good analytical and decision-making skills
- Good interpersonal and organisational skills
- Ability to work well under pressure

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal Office Environment
- Fieldwork

HOW TO APPLY:

*Please complete the **Job Rotation Application** and provide an up to date **resume**. All application packets must be submitted to the Department of Human Resources provided below by the closing date.*

Director of Human Resources

Department of Human Resources

Simms Building, 2nd Floor

Road Town, Tortola VG 1110 British Virgin Islands Or by email: hrcbvi@gov.vg