



MINISTRY OF LANDS AND PHYSICAL PLANNING
Office of the Cabinet Secretary

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Ref. No. MOLPP/ADM/CSO/1/357

June 5, 2020

All Cabinet Secretaries
Hon Attorney General
The Secretary/CEO, Public Service Commission (K)
All Principal Secretaries
All County Public Service Boards
Council of Governors
All County Commissioners
The Solicitor General & State Law Office
The Comptroller of State House
The Auditor General
The Controller of Budget
The Inspector General – National Police Service
National Council for Persons with Disability

**REF: VACANCIES IN THE MINISTRY OF LANDS AND PHYSICAL PLANNING
(FOR VARIOUS VACANCIES)**

Applications are hereby invited from suitably qualified persons for the following positions:

S/NO	POST	GRADE	NO. OF VACANCIES
1.	Principal Land Surveyor	CSG 8	28
2.	Principal Land Survey Assistant	CSG 8	6
3.	Senior Land Survey Assistant	CSG 9	12
4.	Land Survey Assistant I	CSG 10	15
5.	Principal Cartographer	CSG 8	40
6.	Principal Cartographer/Assistant	CSG 8	50
7.	Cartography Assistant I	CSG 10	74
8.	Principal Photolithography Assistant	CSG 8	18
9.	Senior Photolithography Assistant	CSG 9	2

10.	Photolithography Assistant I	CSG 10	20
11.	Principal Photogrammetrist	CSG 8	20
12.	Senior Photogrammetry Assistant	CSG 9	21
13.	Photogrammetry Assistant	CSG 10	9
14.	Principal Geospatial Data Mgt. Officer	CSG 8	18
15.	Senior Geospatial Data Mgt. Assistant	CSG 9	2
16.	Geospatial Data Mgt. Assistant I	CSG 10	8
17.	Principal Lecturer	CSG 8	4
18.	Lecturer I	CSG 9	2
19.	Senior Land Survey Assistant	CSG 9	1
20.	Photogrammetry Assistant I	CSG 10	1
21.	Principal Land Adjudication & Settlement Officer	CSG 8	8
22.	Principal Land Adjudication & Settlement Assistant	CSG 8	25
23.	Senior Land Adjudication & Settlement Officer	CSG 9	26
24.	Senior Land Adjudication & Settlement Assistant	CSG 9	16
25.	Land Adjudication & Settlement Assistant I	CSG 10	16
26.	Principal Valuer	CSG 8	20
27.	Senior Valuation Assistant	CSG 9	10
28.	Valuation Assistant I	CSG 10	7
29.	Principal Land Registrar/Chief Land Registration Officer	CSG 8	16
30.	Principal Land Administration Officer	CSG 8	15
31.	Land Administration Assistant I	CSG 10	4

Interested and qualified persons are requested to make their applications by completing One (1) PSC.2 Revised 2016 **Application Form**. The Forms can be downloaded from the Public Service Commission Website www.publicservice.go.ke

Completed application form PSC.2A (Revised 2016) together with certified copies of certificates should reach the Cabinet Secretary, Ministry of Lands and Physical Planning, P. O. Box 30450 – 00100, NAIROBI or hand delivered to Ardhi House, Registry, 11th Floor – Room 1106 on or **before June 26, 2020**.

VACANCIES IN THE MINISTRY OF LANDS AND PHYSICAL PLANNING

PRINCIPAL LAND SURVEYOR – TWENTY EIGHT (28) POSTS VACANCY NO.1/2020

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.47,780 - Kshs.82,330 p.m. (CSG 8)
House Allowance:	Kshs.15,400 - Kshs.35,000 p.m. (depending on duty station)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Land Surveyor I, CSG 9 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines:- Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Philosophy in Technology (Survey) or equivalent qualifications from a recognized institution;
- (iii) affiliate/associate membership of the Institution of Surveyors of Kenya (ISK); and
- (iv) certificate in computer applications.

Duties and Responsibilities

Duties and responsibilities includes:-

- (i) carrying out national and international boundary and hydrographic surveys, gravity and magnetic analysis, astronomical observations;
- (ii) establishment of very long base interferometry (VLBI);
- (iii) supervising gravity and magnetic control observations and computations, cadastral, adjudication, topographical, sub-divisional schemes, photo control, engineering, cadastral, adjudication and general boundary surveys; and
- (iv) maintaining, testing, calibrating and certifying survey equipment.

**PRINCIPAL LAND SURVEY ASSISTANT – SIX (6) POSTS
VACANCY NO.2/2020**

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.47,780 – Ksh.82,330 p.m. (CSG 8)
House Allowance:	Kshs. 15,400 – Kshs.35,000 p.m. (depending on duty station)
Commuter Allowance:	Kshs. 8,000 p.m.
Leave Allowance:	Ksh.6,000/=
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Senior Land Survey Assistant, CSG 9 or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in Land Surveying or equivalent qualifications from a recognized institution;
- (iii) affiliate/associate membership of Institution of Surveyors of Kenya (ISK);
- (iv) certificate in computer applications; and
- (v) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities includes:-

- (i) carrying out large area cadastral, geodetic and mapping control surveys, gravity and magnetic control observations and computations;
- (ii) supervising small, medium and large area cadastral, adjudication;
- (iii) supervising small, medium and high density topographical, sub-divisional schemes, photo control, site and general engineering surveys;
- (iv) carrying out quality control of topographical, engineering, cadastral, adjudication and general boundary surveys; and
- (v) maintaining, testing and calibrating survey equipment.

**SENIOR LAND SURVEY ASSISTANT – TWELVE (12) POSTS
VACANCY NO.3/2020**

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.41,770 ~ Kshs.57,900 p.m. (CSG 9)
House Allowance:	Kshs.13,000 ~ Kshs.28,000 p.m. (depending on duty station)
Commuter Allowance:	Kshs.6,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Land Survey Assistant 1, CSG10 or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in Land Surveying or equivalent qualifications from a recognized institution;
- (iii) certificate in computer applications; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities includes:-

- (i) carrying out large area cadastral, geodetic and mapping control surveys, gravity and magnetic control observations;
- (ii) supervising small and medium area cadastral, adjudication;
- (iii) small, medium and high density topographical, sub-divisional schemes, photo control, site and general engineering surveys; and
- (iv) carrying out preliminary quality control of topographical, engineering, cadastral, adjudication and general boundary surveys.

**LAND SURVEY ASSISTANT I - FIFTEEN (15) POSTS
VACANCY NO.4/2020**

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.37,070 ~ Kshs.49,950 p.m. (CSG 10)
House Allowance:	Kshs.7,500 ~ Kshs.16,500 p.m. (depending on duty station)
Commuter Allowance:	Kshs.5,000 p.m.
Leave Allowance	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Land Survey Assistant II, CSG 11 or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in Land Surveying or equivalent qualifications from a recognized institution;
- (iii) certificate in computer applications; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities includes:-

- (i) carrying out large angular and distance measurements and computation for medium and high density topographical,
- (ii) general engineering, sub-divisional schemes, medium area cadastral and photo control surveys.

**PRINCIPAL CARTOGRAPHER - FORTY (40) POSTS
VACANCY NO.5/2020**

Terms of Service	Permanent/Pensionable
Salary Scale	Kshs.47,780 ~ Kshs.82,330 p.m. (CSG 8)
House Allowance	Kshs.15,400 – Kshs.35,000 p.m. (depending on duty station)
Commuter Allowance	Kshs.8,000 p.m.
Leave Allowance	Kshs.6,000 (once yearly)
Medical Cover	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Cartographer I, CSG 9 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor degree in any of the following disciplines; - Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatics Engineering or equivalent qualifications from a recognized institution;
- (iii) affiliate/Associate membership of the Institution of Surveyors of Kenya (ISK)
- (iv) certificate in Computer Applications; and
- (v) demonstrated a high degree of professional competence and administrative capability.

Duties and Responsibilities

Duties and responsibilities includes:-

- (i) supervising drawing of survey and deed plans, small and medium area registry index maps, small and medium area boundary schedules and preliminary index diagrams;
- (ii) checking topographical base maps and compiled map and gazette manuscripts;
- (iii) preparing the national gazetteer, planning and carrying out map design;
- (iv) revising base maps from aerial imageries; supervising data collection from geospatial data sources;
- (v) repairing , maintaining and updating mapping records; and
- (vi) servicing and maintaining Cartographic equipment; and controlling map dissemination.

**PRINCIPAL CARTOGRAPHY ASSISTANT – FIFTY (50) POSTS
VACANCY NO.6/2020**

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.47,780 - Kshs.82,330 p.m. (CSG 8)
House Allowance:	Kshs.15,400 – Kshs.35,000 p.m. (depending on duty station)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Senior Cartography Assistant, CSG 9 or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in Cartography or equivalent qualifications from a recognized institution;
- (iii) affiliate / associate membership of the Institution of Surveyors of Kenya (ISK);
- (iv) certificate in Computer applications; and
- (v) demonstrated a high degree of professional competence and administrative capability.

Duties and Responsibilities

Duties and responsibilities includes:

- (i) supervising drawing of survey and deed plans, small and medium area registry index maps, small and medium area boundary schedules and preliminary index diagrams;
- (ii) checking topographical base maps and compiled map and gazette manuscripts;
- (iii) preparing the national gazetteer;
- (iv) planning and carrying out map design;
- (v) revising base maps from aerial imageries;
- (vi) supervising data collection from geospatial data sources;

- (vii) repairing, maintaining and updating mapping records;
- (viii) servicing and maintaining Cartographic equipment;
- (ix) controlling map dissemination; and
- (x) in addition, the officer will supervise officers below him/her

**CARTOGRAPHY ASSISTANT I– SEVENTY FOUR (74) POSTS
VACANCY NO.7/2020**

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.37,070 - Kshs.49,950 p.m. (CSG 10)
House Allowance:	Kshs.7,500 – Kshs.16,500 p.m. (depending on duty station)
Commuter Allowance:	Kshs.5,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Cartography Assistant II, CSG11 or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in Cartography or equivalent qualifications from a recognized institution;
- (iii) certificate in computer applications; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities includes;

- (i) drawing survey and deed plans, small and medium area registry index maps, small and medium area boundary schedules and preliminary index diagrams;
- (ii) preparing topographical base map for special purpose maps;
- (iii) entering of approved geographical names in geospatial database; and
- (iv) revising base maps from aerial imageries.

**PRINCIPAL PHOTOLITHOGRAPHY ASSISTANT – EIGHTEEN (18) POSTS
VACANCY NO.8/2020**

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.47,780 - Kshs.82,330 p.m. (CSG 8)
House Allowance:	Kshs.15,400 – Kshs.35,000 p.m. (depending on duty station)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Senior Photolithography Assistant , CSG 9 or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in Printing or Map Reproduction or equivalent qualifications from a recognized institution;

OR

City and Guilds Certificate in Printing Technology of London Institute

- (iii) certificate in computer applications; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities includes;

- (i) Enlarging and reducing imageries, maps, plans and charts;
- (ii) Preparing processing solution;
- (iii) Image capture;
- (iv) Processing of films;
- (v) Planning and designing of manuscripts and layouts;
- (vi) Generating text;
- (vii) Preparing machines for press printing; and
- (viii) Sorting outputs.

**SENIOR PHOTOLITHOGRAPHY ASSISTANT – TWO (2) POSTS
VACANCY NO.9/2020**

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.41,770 ~ Kshs.57,900 p.m. (CSG 9)
House Allowance:	Kshs.13,000 ~ 28,000 p.m. (depending on duty station)
Commuter Allowance:	Kshs.6,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Photolithography Assistant I, CSG 10 or in a comparable and relevant position in the Public Service;
 - (ii) a Diploma in Printing or Map Reproduction or equivalent qualifications from a recognized institution;
- OR**
- City and Guilds Certificate in Printing Technology of London Institute
- (iii) professional membership of the Kenya Professional Printers Association (KPPA);
 - (iv) affiliate/associate membership of Institution of Surveyors of Kenya (ISK);
 - (v) certificate in computer applications; and
 - (vi) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities includes:-

- (i) enlarging and reducing of imageries, maps, plan and charts;
- (ii) preparing processing solution;
- (iii) image capture;
- (iv) processing of films;

- (v) planning and designing of manuscripts and layouts;
- (vi) generating text;
- (vii) plate-making;
- (viii) preparing machines for press printing; and
- (ix) trimming and sorting output.

**PHOTOLITHOGRAPHY ASSISTANT I – TWENTY (20) POSTS
VACANCY NO.10/2020**

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.37,070 ~ Kshs.49,950 p.m. (CSG 10)
House Allowance:	Kshs.7,500 – Kshs.16,500 p.m. (depending on duty station)
Commuter Allowance:	Kshs.5,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Photolithography Assistant II, CSG11 or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in Printing or Map Reproduction or equivalent qualifications from a recognized institution;

OR

city and Guilds Certificate in Printing Technology of London Institute

- (iii) certificate in computer applications; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities includes;

- (i) enlarging and reducing imageries, maps, plans and charts;

- (ii) preparing processing solution;
- (iii) image capture;
- (iv) processing of films;
- (v) planning and designing of manuscripts and layouts;
- (vi) generating text;
- (vii) preparing machines for press printing; and
- (viii) sorting outputs

**PRINCIPAL PHOTOGRAMMETRIST – TWENTY (20) POSTS
VACANCY NO.11/2020**

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.47,780 ~ Kshs.82,330 p.m. (CSG 8)
House Allowance:	Kshs.15,400 – Kshs.35,000 p.m. (depending on duty station)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Senior Photogrammetrist, CSG 9 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor’s Degree on any of the following disciplines: - Land Surveying and Photogrammetry, Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Geomatics, Geomatics Engineering, Technology in Geomatics or Geo-Spatial Engineering or equivalent qualifications from a recognized institution;
- (iii) affiliate/associate membership of Institution of Surveyors of Kenya (ISK);
- (iv) certificate in computer applications; and

- (v) demonstrated high degree of professional competence and administrative capability.

Duties and Responsibilities

Duties and responsibilities includes:-

- (i) supervising high density topographical, engineering and cadastral stereo-feature extraction;
- (ii) processing and production orthophoto and adjudication boundary records;
- (iii) carrying out flight planning;
- (iv) photo control determination and aerial triangulation and adjustments;
- (v) servicing and maintenance of photogrammetric instrument's; and
- (vi) checking quality control of aerial imageries.

SENIOR PHOTOGRAMMETRY ASSISTANT – TWENTY ONE (21) POSTS VACANCY NO.12/2020

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.41,770 - Kshs.57,900 p.m. (CSG 9)
House Allowance:	Kshs.13,000 – Kshs.28,000 p.m. (depending on duty station)
Commuter Allowance:	Kshs.6,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Photogrammetry Assistant I, CSG 10 or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in Photogrammetry or equivalent qualifications from a recognized institution;
- (iii) affiliate/associate membership of the Institution of Surveyors of Kenya (ISK);

- (iv) certificate in computer applications; and
- (v) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities includes:-

- (i) carrying out high density topographical, engineering and cadastral stereo-feature extraction;
- (ii) capturing photo mosaic and digital elevation base data;
- (iii) digitizing and processing adjudication boundary records;
- (iv) processing and producing orthophotographs and
- (v) carrying out flight planning.

PHOTOGRAMMETRY ASSISTANT I – NINE (9) POSTS VACANCY NO.13/2020

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.37,070 - Kshs.49,950 p.m. (CSG 10)
House Allowance:	Kshs.7,500 - 16,500 p.m. (depending on duty station)
Commuter Allowance:	Kshs.5,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Photogrammetry Assistant II, CSG 11 or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in Photogrammetry or equivalent qualifications from a recognized institution;
- (iii) certificate in Computer Applications; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities includes: ~

- (i) compiling center-point and overlap diagrams;
- (ii) carrying out medium and high density topographical stereo – feature extraction;
- (iii) digitizing adjudication boundary records;
- (iv) capturing photo mosaic and digital elevation base data; and
- (v) processing orthophotographs.

PRINCIPAL GEOSPATIAL DATA MANAGEMENT OFFICER - EIGHTEEN (18) POSTS VACANCY NO.14/2020

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.47,780 ~ Kshs.82,330 p.m. (CSG 8)
House Allowance:	Kshs. 15,400 – Kshs.35,000 p.m. (depending on duty station)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

For appointment to this grade, a candidate must have: ~

- (i) served for a minimum period of three (3) years in the grade of Geospatial Data Management Officer I, CSG 9 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: ~ Philosophy in Technology (Printing/Geoinformatics and Information Technology) Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics and Geomatic Engineering or equivalent qualifications from a recognized institution;
- (iii) affiliate/associate membership of Institution of Surveyors of Kenya (ISK);
- (iv) certificate in computer applications; and
- (v) demonstrated a high degree of professional competence and administrative capability.

Duties and Responsibilities

Duties and responsibilities include:

- (i) validating metadata;
- (ii) supervising the creation and updating of geospatial files, cards and registers;
- (iii) maintaining and updating of clearing house and backup records;
- (iv) converting, analyzing and modeling of geospatial data;
- (v) servicing and maintaining geospatial records equipment;
- (vi) supervising the processing, preservation, maintenance, cataloguing, storage, archiving and retrieval of geospatial records; and
- (vii) ensuring the preservation of geospatial records from public and private producers.

SENIOR GEOSPATIAL DATA MANAGEMENT ASSISTANT - TWO (2) POSTS VACANCY NO.15/2020

Terms of Service	Permanent/Pensionable
Salary Scale	Kshs.41,770 ~ Kshs.57,900 p.m. (CSG 9)
House Allowance	Kshs.13,000 – Kshs.28,000 p.m. (depending on duty station)
Commuter Allowance	Kshs.6,000 p.m.
Leave Allowance	Kshs.6,000 (once yearly)
Medical Cover	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Geospatial Data Management Assistant I, CSG10 or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in Archives and Records Management and Survey of Kenya Occupational Tests Certificate (Survey Records Grade II) or equivalent qualifications from a recognized institution;

OR

Survey of Kenya Occupational Tests Certificate (Survey Records Grade I) from a recognized institution;

- (iii) affiliate/associate membership of Institution of Surveyors of Kenya (ISK);
- (iv) certificate in computer applications; and
- (v) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities includes:

- (i) digitizing of geospatial records from public and private producers;
- (ii) indexing of geospatial records from public and private producers;
- (iii) cataloguing of geospatial records from public and private producers;
- (iv) developing metadata of geospatial records from public and private producers;
- (v) querying of geospatial records from public and private producers; and
- (vi) preserving geospatial records from public and private producers.

GEOSPATIAL DATA MANAGEMENT ASSISTANT I - EIGHT (8) POSTS VACANCY NO.16/2020

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.37,070 – Kshs.49,950 p.m. (CSG 10)
House Allowance:	Kshs.7,500 – Kshs.16,500 p.m. (depending on duty station)
Commuter Allowance:	Kshs.5,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Geospatial Data Management Assistant II, CSG 11 or in a comparable and relevant position in the Public Service;

- (ii) a Diploma in Archives and Records Management and Survey of Kenya Occupational Tests Certificate (Survey Records Grade II) or equivalent qualifications from a recognized institution;

OR

- Survey of Kenya Occupational Tests Certificate (Survey Records Grade I) from a recognized institution;
- (iii) certificate in computer applications; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities includes:

- (i) checking of geospatial records from public and private producers;
- (ii) processing of geospatial records from public and private producers;
- (iii) documenting of geospatial records from public and private producers;
- (iv) registering of geospatial records from public and private producers;
- (v) digitizing of geospatial records from public and private producers;
- (vi) indexing of geospatial records from public and private producers; and
- (vii) preserving of geospatial records from public and private producers.

PRINCIPAL LECTURER - FOUR (4) POSTS VACANCY NO. 17/2020

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.47,780 - Kshs.82,330 p.m. (CSG 8)
House Allowance:	Kshs.15,400 - Kshs.35,000 p.m. (Depending on duty station)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.8,000 p.m.
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Senior Lecturer II, CSG9 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's Degree in any of the following disciplines: Land Surveying, Geomatics Engineering, Geospatial, Geospatial Engineering, Technology in Geomatics, Geo-informatics, Cartography, Remote Sensing, Photogrammetry, Geographical Information Systems (GIS), Physics, Chemistry, Geography, Mathematics, Computer Science, Information and Communication Technology, Education or equivalent qualifications from a recognized institution;
- (iii) been registered by the Technical and Vocational Education Training Authority (TVETA);
- (iv) Training of Trainers Certificate or Instructor Training Certificate lasting not less than three (3) months from a recognized institution;
- (v) registration with a relevant professional body;
- (vi) a certificate in computer application skills; and
- (vii) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) implementing the Institute's policies, procedures, standards, guidelines and strategies;
- (ii) teaching in the area of specialization;
- (iii) preparing work plans, schemes of work, and lesson plans;
- (iv) designing and preparing teaching aids and materials;
- (v) coordinating and designing and preparing teaching aids and materials;
- (vi) coordinating and implementing training courses;
- (vii) coordinating seminars, workshops and symposia;

- (viii) initiating curriculum development;
- (ix) validating research and consultancy proposals;
- (x) initiating acquisition, development and production of training materials, tools and equipment;
- (xi) evaluating and reviewing training programmes;
- (xii) coordinating internal examinations; ensuring safe custody of training materials; and
- (xiii) coaching and mentoring students.

LECTURER I ~ TWO (2) POSTS
VACANCY NO. 18/2020

Terms of Service	Permanent/Pensionable
Salary Scale:	Kshs.41,770 – Kshs.57,900 p.m. (CSG 9)
House Allowance:	Kshs.13,000 - Kshs.28,000 p.m.
Commuter Allowance:	Kshs.6,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Lecturer II, CSG 10 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors Degree in any of the following disciplines: Physics, Chemistry, Geography, Mathematics, Computer Science, Information and Communication Technology (ICT), Entrepreneurship or equivalent qualifications from a recognized institution;

OR

a Bachelors degree in any of the following disciplines: - Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Philosophy in Technology (Survey) or equivalent qualifications from a recognized institution;
- (iii) been registered by the Technical and Vocational Education Training Authority (TVETA);
- (iv) training of Trainers Certificate or Instructor Training Certificate lasting not less than three (3) months from a recognized institution;

- (v) been registered by a relevant professional body;
- (vi) certificate in computer application skills; and
- (vii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities.

Duties and responsibilities will include:

- (i) teaching in area of specialization;
- (ii) preparing work plans, schemes of work, and lesson plans;
- (iii) designing and preparing teaching aids and materials;
- (iv) maintaining records of work;
- (v) assessing students' performance;
- (vi) supervising setting up of practical lessons;
- (vii) providing input in the development of curriculum;
- (viii) evaluating training programs;
- (ix) conducting extra-curricular activities;
- (x) supervising students on attachment, guiding and counselling students; and
- (xi) carrying out research in area of specialization.

SENIOR LAND SURVEY ASSISTANT- ONE (1) POST VACANCY NO. 19/2020

Terms of Service	Permanent/Pensionable	
Salary Scale:	Kshs.41,770 ~ Kshs.57,900 p.m.	(CSG 9)
House Allowance:	Kshs.13,000 ~ Kshs.28,000 p.m.	
Commuter Allowance:	Kshs.6,000 p.m.	
Leave Allowance:	Kshs.6,000 (once yearly)	
Medical Cover:	As provided by the Government	

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

- (i) served for a minimum period of three (3) years in the grade of Land Survey Assistant 1, CSG 10 or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in Land Surveying or equivalent qualifications from a recognized institution;
- (iii) Training of Trainers Certificate or Instructor Training Certificate lasting not less than three (3) months from a recognized institution;
- (v) a certificate in computer applications; and
- (vi) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities.

Duties and responsibilities at this level entails:-

- (i) carrying out large area cadastral, geodetic and mapping control surveys, gravity and magnetic control observations;
- (ii) supervising small and medium area cadastral, adjudication;
- (iii) small, medium and high density topographical, sub-divisional schemes, photo control, site and general engineering surveys; and
- (iv) carrying out preliminary quality control of topographical, engineering, cadastral, adjudication and general boundary surveys.

**PHOTOGRAMMETRY ASSISTANT I - ONE (1) POST
VACANCY NO. 20/2020**

Terms of Service	Permanent/Pensionable
Salary Scale:	Kshs.37,070 ~ Kshs.49,950 p.m. (CSG 10)
House Allowance:	Kshs.7,500 ~ Kshs.16,500 (Depending on duty station)
Commuter Allowance:	Kshs.5,000 p.m.
Leave Allowance:	Kshs.6,000 (once a year)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Photogrammetry Assistant II, CSG 11 or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in Photogrammetry or equivalent qualifications from a recognized institution;
- (iii) Training of Trainers Certificate or Instructor Training Certificate lasting not less than three (3) months from a recognized institution;
- (iv) a certificate in Computer Applications; and
- (v) demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) compiling center-point and overlap diagrams;
- (ii) carrying out medium and high density topographical stereo – feature extraction;
- (iii) digitizing adjudication boundary records;
- (iv) capturing photo mosaic and digital elevation base data; and
- (v) processing orthophotographs.

PRINCIPAL LAND ADJUDICATION AND SETTLEMENT OFFICER - EIGHT (8) POSTS VACANCY NO. 21/2020

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.47,780 ~ Kshs.82,330 p.m. (CSG 8)
House Allowance:	Kshs.15,400 ~ Kshs.35,000 p.m. (Depending on duty station)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.8,000 p.m.
Medical Cover:	As provided by the Government

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

- (i) Served for a minimum period of three (3) years in the grade of Senior Land Adjudication and Settlement Officer, CSG '9' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines;- Land survey, Law, Geography, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Sociology or Community Development or equivalent qualifications from a recognized Institutions;
- (iii) a certificate in computer application skills from a recognized institution; and
- (iv) demonstrated competence and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) maintain of land adjudication and settlement records, data, documents, case registers and proceedings;
- (ii) ensuring preparation of land adjudication and settlement progress reports;
- (iii) processing of appeal case files to facilitate hearing;
- (iv) ensuring collection and remittance of land adjudication case fees;
- (v) managing land adjudication records;
- (vi) checking teams and plotting on the Preliminary Index Diagrams; and
- (vii) collecting baseline information for planning of settlement schemes.

PRINCIPAL LAND ADJUDICATION AND SETTLEMENT ASSISTANT – TWENTY FIVE (25) POSTS
VACANCY NO. 22/2020

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.47,780 - Kshs.82,330 p.m. (CSG 8)
House Allowance:	Kshs.15,400 - Kshs.35,000 p.m. (Depending on duty station)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.8,000 p.m.
Medical Cover:	As provided by the Government

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

- (i) served for minimum period of three (3) years in the grade of Senior Land Adjudication and Settlement Assistant, CSG '9' or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in any of the following disciplines: - Land Survey, Record Management, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Community Development and Social Work or equivalent qualifications from a recognized institution;
- (iii) a certificate in computer application skills from a recognized institution; and
- (iv) demonstrated competence and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) maintain of land adjudication and settlement records, data, documents, case registers and proceedings;
- (ii) ensuring preparation of land adjudication and settlement progress reports;
- (iii) processing of appeal case files to facilitate hearing;
- (iv) ensuring collection and remittance of land adjudication case fees;
- (v) managing land adjudication records;
- (vi) checking teams and plotting on the Preliminary Index Diagrams;

- (vii) collecting baseline information for planning of settlement schemes.

SENIOR LAND ADJUDICATION AND SETTLEMENT OFFICER ~ TWENTY SIX (26) POSTS

VACANCY NO. 23/2020

Terms of Service	Permanent/Pensionable
Salary Scale:	Kshs.41,770 - Kshs.57,900 p.m. (CSG 9)
House Allowance:	Kshs.13,000 - Kshs.28,000 –p.m.
Commuter Allowance:	Kshs.6,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Land Adjudication and Settlement Officer I, CSG '10' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines;- Land survey, Law, Geography, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Sociology or Community Development or equivalent qualifications from a recognized Institutions;
- (iii) a certificate in computer applications from a recognized institution; and
- (iv) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) advising members of the Arbitration Board on Land Adjudication procedures;
- (ii) ensuring recording of land owners' rights and interests and preparing demarcation maps and records;
- (iii) hearing and determining land adjudication objection cases raised against the Adjudication Register;
- (iv) ensuring implementation of objection case decisions;

- (v) ensuring Group Ranch members' registers are updated;
- (vi) collecting and remittance of Agricultural Settlement Fund revenue;
- (vii) preparing settlers record to facilitate documentation;
- (viii) identifying and recording squatters against the scheme advisory plan;
- (ix) ensuring that settlers' documents and records are properly maintained;
- (x) carrying out scheme occupancy verification and settler sensitization; and
- (xi) preparing reports.

**SENIOR LAND ADJUDICATION AND SETTLEMENT ASSISTANT – SIXTEEN
(16) POSTS
VACANCY NO. 24/2020**

Terms of Service	Permanent/Pensionable	
Salary Scale:	Kshs.41,770 – Kshs.57,900 p.m.	(CSG 9)
House Allowance:	Kshs.13,000 - Kshs.28,000 p.m.	
Commuter Allowance:	Kshs.6,000 p.m.	
Leave Allowance:	Kshs.6,000 (once yearly)	
Medical Cover:	As provided by the Government	

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

- (i) served for a minimum period of three (3) years in the grade of Land Adjudication and Settlement Officer I, CSG '10' or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in any of the following disciplines: - Land Survey, Record Management, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Community Development and Social Work or equivalent qualifications from a recognized institution;
- (iii) a certificate in computer applications from a recognized institution; and
- (iv) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) advising members of the Arbitration Board on Land Adjudication procedures;
- (ii) ensuring recording of land owners' rights and interests and preparing demarcation maps and records;
- (iii) hearing and determining land adjudication objection cases raised against the Adjudication Register;
- (iv) ensuring implementation of objection case decisions;
- (v) ensuring Group Ranch members' registers are updated;
- (vi) collecting and remittance of Agricultural Settlement Fund revenue;
- (vii) preparing settlers record to facilitate documentation;
- (viii) identifying and recording squatters against the scheme advisory plan;
- (ix) ensuring that settlers' documents and records are properly maintained;
- (x) carrying out scheme occupancy verification and settler sensitization; and
- (xi) Preparing reports

LAND ADJUDICATION AND SETTLEMENT ASSISTANT 1– SIXTEEN (16) POSTS VACANCY NO.25/2020

Terms of Service	Permanent/Pensionable
Salary Scale:	Kshs.37,070 – Kshs.49,950 p.m. (CSG 10)
House Allowance:	Kshs.7,500 - Kshs.16,500 p.m. (Depending on duty station)
Commuter Allowance:	Kshs.5,000 p.m.
Leave Allowance:	Kshs.6,000 (once a year)
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Land Adjudication and Settlement Assistant II, CSG '11' or in a comparable and relevant position in the Public Service;
- (ii) a Diploma in any of the following disciplines:- Land Survey, Records Management, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Community Development and Social Work or equivalent qualifications from a recognized institution;
- (iii) a certificate in computer application skills from a recognized institution; and
- (iv) demonstrated competence and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) preparing progress reports on adjudication sections and settlement schemes;
- (ii) demarcating and surveying land parcels;
- (iii) plotting on the Preliminary Index Diagrams;
- (iv) maintaining and safe custody of land adjudication and settlement records;
- (v) implementing land committee, arbitration board and objection case decisions;
- (vi) solving adjudication and settlement field queries;
- (vii) checking adjudication records and maps;
- (viii) preparing adjudication records; and
- (ix) participating in plot occupancy survey in the settlement schemes.

**PRINCIPAL VALUER - TWENTY (20) POSTS
VACANCY NO 26/2020**

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.47,780 – Kshs.82,330 p.m. (CSG 8)
House Allowance:	Kshs.15,400 p.m. ~ Kshs.35,000 (Depending on duty station)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.8,000 p.m.
Medical Cover:	As provided by the Government

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Valuer, CSG' 9' for a minimum period of three years (3) years or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's Degree in any of the following disciplines: Land Economics, Real Estate and Property Studies or equivalent qualification from a recognized institution;
- (iii) membership to the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter;
- (iv) certificate in computer application skills from a recognized Institution; and
- (v) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be based at the Ministry headquarters or at the Ministry's Field Office will supervise officers in the various valuation units. Specific duties and responsibilities include:-

- (i) preparation of stamp duty valuation reports;
- (ii) updating of valuation databases throughout the country;
- (iii) preparation of reports for all properties leased by different government departments and other state bodies;

- (iv) drafting proposals for research on valuation matters;
- (v) the preparation of the asset register of values of all properties owned by government both locally and internationally and initiating re-valuations;
- (vi) attending courts and tribunals on matters relating to the division;
- (vii) conducting field inspections necessary for the preparation of valuation rolls; and
- (viii) assisting in the monitoring and evaluation of valuation rolls prepared by private valuers.

SENIOR VALUATION ASSISTANT - TEN (10) POSTS
VACANCY NO.27/2020

Terms of Service	Permanent/Pensionable
Salary Scale:	Kshs.41,790 – Kshs.57,900 p.m. (CSG 9)
House Allowance:	Kshs.13,000 p.m. ~ Kshs.28,000 (depending on duty Station)
Commuter Allowance:	Kshs.6,000 p.m.
Leave Allowance:	Kshs.6,000 (once yearly)
Medical Cover:	As provided by the Government

For appointment to this grade, an officer must have:

- (i) Served in the grade of Land Valuation Assistant, CSG 10, for a minimum period of three (3) years or in a comparable and relevant position in the Public Service;
- (ii) diploma in any of the following discipline: Real Estate Agency and Property management, Cartography, Surveying, Land Survey or equivalent qualifications from a recognized institution;
- (iii) certificate in computer application skill from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and result

Duties and Responsibilities.

Duties and responsibilities will entail:-

- (i) collecting data for valuation purposes;

- (ii) checking the planning status of land for various valuation purpose;
- (iii) maintaining sales maps and cards;
- (iv) compiling plans and records for rating (Valuation Rolls);
- (v) making searches on titles in land registries for various valuation purposes;
- (vi) calculating areas from building plans and maps;
- (vii) measuring building in the field for valuation exercises;
- (viii) preparing plans and lists of plot owners and areas affected by land acquisition projects; and
- (ix) filing stamp duty valuation reports.

VALUATION ASSISTANT I - SEVEN (7) POSTS
VACANCY NO. 28/2020

Terms of Service	Permanent/Pensionable
Salary Scale:	Kshs.37,070 – Kshs.49,950 p.m. (CSG 10)
House Allowance:	Kshs.7,500 - Kshs.16,500 (Depending on duty station)
Commuter Allowance:	Kshs.5,000 p.m.
Leave Allowance:	Kshs.6,000 (once a year)
Medical Cover:	As provided by the Government

For appointment to this grade, an officer must have:

- (i) served in the grade of Valuation Assistant II, CSG 11 for a minimum period of three (3) years or in a comparable and relevant position in the Public Service;
- (ii) a diploma in any of the following discipline: Real Estate Agency and Property management, Cartography, Surveying, Land Survey or equivalent qualifications from a recognized institution;
- (iii) certificate in computer application skill from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and result

Duties and Responsibilities

Duties and responsibilities will entail: ~

- (i) collecting data for valuation purposes;
- (ii) checking the planning of status of land for various valuation purposes;
- (iii) maintaining sales maps and cards;
- (iv) compiling plans and records for rating (Valuation Rolls);
- (v) making searches on titles in land registries for various valuation purposes;
- (vi) calculating areas from building plans and maps;
- (vii) measuring buildings in the field for valuation exercises;
- (viii) preparing projects; and
- (ix) filing stamp duty valuation reports.

PRINCIPAL LAND REGISTRAR/CHIEF LAND REGISTRATION OFFICER ~ SIXTEEN (16) POSTS VACANCY NO.29/2020

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.47,780 - Kshs.82,330 p.m. (CSG 8)
House Allowance:	Kshs.15,400 ~ Kshs.35,000 p.m. (Depending on duty Station)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.8,000 p.m.
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Land Registrar or Land Registration Officer, CSG 9 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's Degree in Law (LLB), plus a Post Graduate Diploma in Law or equivalent qualifications from a recognized institution; and be an Advocate of the High Court of Kenya

OR

a Bachelor's Degree in any of the following disciplines: Land Economics, Land Survey, Land Administration, anthropology/sociology or equivalent qualifications from a recognized institution;

- (iii) a membership to a relevant professional body;
- (iv) a certificate in computer applications skills from a recognized institution;
and
- (v) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: ~

- (i) processing and issuing land searches;
- (ii) processing and issuing land titles for all categories of land under various land registration Statues;
- (iii) verifying and validating scanned titles and other related information for digitization;
- (iv) replacing lost titles;
- (v) requisition for valuation of stamp duty;
- (vi) assessing and stamping land registration documents;
- (vii) processing and registering leases, transfers and charges;
- (viii) processing and registering mutations, inhibitions, restrictions, cautions, court orders;
- (ix) processing documents supporting transmission on death of proprietor and other land registration documents;
- (x) validating registration documents;
- (xi) collecting revenue from land registration transactions;
- (xii) hearing and determining caution cases;
- (xiii) endorsing transfer documents for stamp duty purposes;

- (xiv) maintaining and keeping safe custody of land registration records; and
- (xv) attending court on land registration matters.

PRINCIPAL LAND ADMINISTRATION OFFICER - FIFTEEN (15) POSTS
VACANCY NO. 30/2020

Terms of Service:	Permanent/Pensionable
Salary Scale:	Kshs.47,780 - Kshs.82,330 p.m. (CSG 8)
House Allowance:	Kshs.15,400 - Kshs.35,000 p.m. (Depending on duty station)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.8,000 p.m.
Medical Cover:	As provided by the Government

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

- (i) served for a minimum period of three (3) years in the grade of Senior Land Administration Officer, CSG '9' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following fields; Land Economics, Land Administration, Geography, Agricultural Economics or equivalent qualifications from a recognized institution;
- (iii) be a full member of the Institution of Surveyors of Kenya (ISK), Land Administration Management Chapter;
- (iv) a certificate in computer application skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) conducting site inspections;
- (ii) sanctioning acceptance letters of allotment;
- (iii) preparing and verifying titles/surrenders;

- (iv) facilitating Alternative Dispute Resolution on land administration matters;
- (v) processing consent for sales, transfers, charges, mortgages or sub-leases;
- (vi) processing applications for sub-divisions and amalgamation, change/extension of user and extension of lease;
- (vii) verifying data for preparation of leases;
- (viii) verifying letters of allotment;
- (ix) verifying scanned land correspondence files and related documents for reference purposes;
- (x) updating Land Information Management System (LIMS);
- (xi) carrying out investigations on land rent defaulters;
- (xii) processing payments of land fees; and
- (xiii) processing refunds for cancelled letters of allotment.

**LAND ADMINISTRATION ASSISTANT I - FOUR (4) POSTS
VACANCY NO. 31/2020**

Terms of Service	Permanent/Pensionable	
Salary Scale:	Kshs.37,070 ~ Kshs.49,950 p.m.	(CSG 10)
House Allowance:	Kshs.7,500 ~ Kshs.16,500 (Depending on duty station)	
Commuter Allowance:	Kshs.5,000 p.m.	
Leave Allowance:	Kshs.6,000 (once a year)	
Medical Cover:	As provided by the Government	

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

- (i) served for a minimum period of three (3) years in the grade of Land Administration Assistant II, CSG 11, or in a comparable and relevant in the Public Service;
- (ii) a Diploma in any of the following fields: Land Administration, Real Estate Agency or equivalent qualification from a recognized institution;
- (iii) a certificate in computer application skills from a recognized institution; and

(iv) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: ~

- (i) Giving feedback to clients on the status of letters of allotment;
- (ii) Updating list of land rent defaulters;
- (iii) Maintain land rent ledger cards;
- (iv) Maintaining land ownership cards;
- (v) Issuing annual land rent demand notices;
- (vi) Preparing land rent change advices to relevant sections of the department on registration of new grants and transfers;
- (vii) Scanning and storing of land correspondence files and related documents for reference purposes;
- (viii) Receiving and filing memorandum of registration of transfers (MRT) from land registration; and
- (ix) Updating data in land correspondence files.

Farida Karoney, EGH
CABINET SECRETARY