



JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: FIELD INVESTIGATOR I

JOB SUMMARY:

The Land Settlement Agency is responsible for ensuring the regularization of squatters as part of its mandate. The Field Investigator 1 provides technical support to the Field Investigator II. He/she would be involved in data gathering activities including but not limited to field investigations, interviews, and site monitoring within identified squatter sites under the Agency's remit.

REPORTS TO:

Field Investigator II and Manager Tenure Regularization Unit

SUPERVISION GIVEN TO:

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DUTIES AND RESPONSIBILITIES:

- Conducts, field investigations, interviews, house and lot identifications and social surveys.
- Responds to queries from the public via counter service, telephone calls, community meetings and site visits.
- Assists in all aspects of site regularization activities including site monitoring and containment activities.
- Provides monthly reports to the Senior Field Investigators on all activities

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Proficiency in Microsoft Office
- Basic Information Technology Awareness
- Map reading
- GIS knowledge and capacity

SKILLS AND ABILITIES:

- Ability to work with Teams
- Effective communication skills (both orally and in writing)
- Social Work

MINIMUM EXPERIENCE AND TRAINING:

- Five (5) CXC/CSEC/GCE O' Levels (English Language, Mathematics and Social Studies mandatory)
- A Certificate in Social Work
- Two (2) years training and experience in conducting interviews and social surveys