



**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: MANAGER, TENURE REGULARISATION UNIT**

**JOB SUMMARY:**

The Land Settlement Agency (LSA) is responsible for state land tenure regularisation as part of its mandate. The Manager, Tenure Regularisation is a senior management position within the LSA, established to administer strong governance pertaining to land dealings and the conveyance of state land lands to eligible persons. The incumbent is required to provide legal advice to the Board and Senior Management on matters relevant to the Agency's operations and will be responsible for planning, directing and coordinating the day-to-day activities of the Tenure Regularisation Unit, to ensure the Agency's compliance with its legal mandate.

**REPORTS TO:**

- Reports directly to the Chief Executive Officer of the Land Settlement Agency.

**SUPERVISION GIVEN TO:**

- The staff of the Tenure Regularisation Unit (TRU)

**DUTIES AND RESPONSIBILITIES:**

- Manages the day-to-day activities of the Tenure Regularisation Unit.
- Advises on Service Contracts pursuant to the responsibilities of the Agency.
- Drafts and reviews complex legal documents/instruments/contracts.
- Conducts an extensive review of the State Land (Regularisation of Tenure) Act; Chapter 57:05; Act 25 of 1998 and proposes amendments to support the efficient execution of the Agency's mandate.
- Prepares rules and regulations in accordance with Act No. 25 of 1998.
- Reviews and revises the Agency's standard forms for all legal documents in use, including Deeds, Agreements, Notices, Application Forms and Licences.
- Where required, provide sound legal advice on matters relating to the Agency's operations to the Agency's Board and Senior Management.
- Prepares all legal documents/ instruments and contracts relative to land tenure to support the achievement of the Agency's mandate.
- Builds and maintains networks with key stakeholders including, but not limited to; the Agency's line Ministry and its Agencies, other Government land Management Bodies, members of the public, and external interest groups.
- Monitors all civil actions and administrative hearings that involve and may impact the Agency's operations.
- Plans and coordinates national and community social surveys and provides direction for collating data for analysis.
- Develops an appropriate program to educate prospective beneficiaries on all aspects of Squatter Regularisation and Squatter Containment.
- Provides the necessary support to assist in monitoring squatter sites and containment activities.

- Where necessary, provide legal mediation in possible land issue conflict.
- Investigates and reports on client complaints, queries, requests, and concerns relative to Squatter Regularisation and Squatter Containment.
- Develops, manages and reports on work plans and budgets for TRU activities as required.
- Conducts any other related duties as required

**KNOWLEDGE, SKILLS AND ABILITIES**

<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of Trinidad and Tobago’s legislative framework that governs land use management.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Effective written and oral communications skills</li> <li>▪ Demonstrated project leadership, management and organisational skills</li> <li>▪ Ability to manage budgets, work plans, and consultation processes.</li> <li>▪ Good computer skills, including Microsoft Projects databases and spreadsheets within a Microsoft environment.</li> <li>▪ Ability to manage large groups of staff of varying abilities and functions.</li> <li>▪ Ability to determine strategic direction and advice on matters of policy and governance.</li> <li>▪ Ability to work in a fast-paced environment.</li> </ul>

**MINIMUM EXPERIENCE AND TRAINING:**

- Bachelor of Law Degree and Process Legal Education Certificate
- Minimum of five (5) years’ experience in Conveyancing, Contract/ Property and Company Law, Litigation, Law of Succession, Civil Practice and Procedures.
- Proficiency in Microsoft Office.
- Training in Alternative Dispute Resolution, procurement and use of model contracts (e.g. FIDIC) and experience in the Public Sector will be considered an asset.
- Consideration will be given to an equivalent combination of relevant qualifications, training and experience.