



THE NATIONAL LAND COMMISSION

RE - ADVERTISEMENT

National Land Commission (NLC) is an Independent Constitutional Commission established under Article 67 of the Constitution of Kenya, 2010 and operationalized by the National Land Commission (NLC) Act, 2012, the Land Act, 2012 and the Land Registration Act, 2012. The broad mandates of the Commission are inter-alia; to manage public land on behalf of the National and County Governments, recommend a National Land Policy to the National Government, advise the National Government on a Comprehensive program for the registration of Land throughout Kenya, to conduct research related to land and the use of natural resources and make recommendations to appropriate authorities and initiate investigations on its own initiative or on a complaint into present or historical land injustices and recommend appropriate redress. Pursuant to Article 252 1(C) of the Constitution of Kenya 2010 and National Land Commission Act of 2012, the Commission invites applications from suitable candidates for the position of Director Valuation and Taxation;

VALUATION AND TAXATION DIRECTORATE

DIRECTOR VALUATION AND TAXATION – (GRADE NLC 2) – ONE (1) POST

Terms of Appointment

The appointment will be on a Five (5) years contract renewable subject to satisfactory performance

Personal Emolument for the position of Director Valuation and Taxation;

Basic Salary Scale	:	Kshs Min 200,000 – Max 350,000 Per month
House Allowance	:	Kshs. 80,000 Per month
Commuter Allowance	:	Kshs. 20,000 Per month
Entertainment Allowance	:	Kshs. 40,000 Per month
Leave Allowance	:	Kshs. 30,000 Per annum
Medical Cover	:	As provided by the Commission
Gratuity Rate	:	31% of annual basic pay for every year served.

Job purpose

This position is responsible for the provision of leadership in the formulation of strategies, policies and programmes for the directorate in line with the overall commission strategic objectives.

Additionally, the position provides leadership in the coordination of the directorate operations to ensure the directorate work plan is implemented within the set timelines and quality standards, and ensures staff performance in the directorate is managed and competencies of staff developed for enhanced service delivery.

Duties and Responsibilities

- i. Develop and implement land valuation and taxation strategies to ensure the operations of the directorate are aligned with the overall Commission strategy on land management, and to focus on the needs of all stakeholders.
- ii. Lead the development and implementation of policies, standards and procedures for the Commission, to ensure the directorate delivers quality and timely valuation and taxation services that support the achievement of the commission overall strategy on land management services.
- iii. Provide strategic advice to the Commission and key stakeholders to facilitate the effective and efficient delivery of the Directorate's mandate.
- iv. Provide leadership in the development of the directorate budget and ensure sufficient allocation of resources that support the implementation of the directorate strategy.
- v. Provide overall leadership in the utilization of the directorate budget, to ensure the allocated resources are sufficient in the implementation of the directorate strategy
- vi. Liaise with the Kenya Revenue Authority and other relevant stakeholders on valuation and taxation of land, to ensure the processes meet the needs of all stakeholders involved.
- vii. Manage the compulsory compensation account on behalf of acquiring agencies, and payments of consultancy charges for services rendered, to ensure integrity and efficiency in the compensation process.
- viii. Set the standards against which acquisition services are delivered, and oversee the resettlement action plans to ensure attainment of high quality standards in the delivery of service.
- ix. Monitor the preparation of the directorate's briefs and reports to ensure the reports meet set quality standards and fully capture the issues faced in the delivery of valuation and taxation services to ensure appropriate strategies are developed and implemented to enhance efficiency and effectiveness in the delivery of service.
- x. Supervise valuations for compulsory acquisition and easements for the acquiring bodies at National and County Government level to ensure the set policies and procedures are followed for enhanced stakeholder relationship management.
- xi. Review and approve valuation rolls for ratable property and provide advice on assessments for payments, to ensure both the public and the state are protected from unfair charges.

- xii. Monitor and evaluate valuation and taxation programmes on land and properties to ensure accurate reflection of market rates and compliance to the provisions of the Tax Act.
- xiii. Interpret and implement the Constitution and other relevant legislative provisions, regulations and policies on property valuation and taxation, to ensure the commission is fully compliant.
- xiv. Supervise the proper administration of laws and statutes that govern valuation and taxation in the day to day delivery of service, to ensure the commission is fully compliant with all the relevant regulations, and to protect the commission from risks associated with non-compliance.
- xv. Manage the valuation process for acquisition and disposal of land by National and County Governments and quasi-government bodies, to ensure the processes are conducted within the set quality standards and legal guidelines, and that the state is protected from non-compliance risks, and to meet the needs of all stakeholders concerned.
- xvi. Facilitate the establishment of a database for valuation and taxation records and open market values of lands, to ensure the availability of accurate, complete and reliable information for the management of taxation and valuation processes.
- xvii. Determine highest and best uses, comparative land values, natural resource valuation on public and community land.
- xviii. Create professional linkages between the Commission and related statutory bodies including Valuers Registration Board (VRB), Estate Agents Registration Board (EARB), and Institution of Surveyors in Kenya (ISK) for seamless professional practice.
- xix. Upgrade and establish linkages with international valuation forums for best practice benchmarks.
- xx. Keep custody and maintain the National Land Commission valuation records, resources, facilities and equipment, to enhance efficiency and effectiveness in the delivery of valuation and taxation services.
- xxi. Manage, approve expenditure, and sign Land Acquisition Accounts to ensure efficiency in the utilization of resources in the management of valuation and taxation services.
- xxii. Monitor the delivery of service by the directorate staff against the set work plan to ensure delivery against set timelines and quality standards that enhance service delivery by the commission.
- xxiii. Ensure the directorate staff are developed in order to acquire competencies necessary for the delivery of quality service in the management of valuation and taxation services.

Academic and Professional Qualifications

For appointment to this position, the candidate must meet the following requirements:

- i. Master's degree in Valuation, Property Management or any other relevant field from a recognized institution.
- ii. Bachelor degree in Land Economics or Real Estate Management from a recognized institution
- iii. Should be a full member of the Institution of Surveyors of Kenya
- iv. Should be a registered and practicing Valuer with certification from the Valuers Registration Board.
- v. Should have attended a Management Course lasting not less than four (4) weeks from recognized institution.
- vi. Should be Computer literate

Job Experience

The applicant should have 15 years of service, five (5) of which should be in a comparable position from a reputable organization

Applicants must possess level of knowledge and skills in the following areas;

- i. Leadership Skills
- ii. Budget planning skills
- iii. Knowledge of relevant legislation
- iv. Knowledge of professional standard
- v. Ability to work under pressure
- vi. Team player with exemplary leadership qualities, interpersonal, communication and collaborative skills;
- vii. Demonstrate clear understanding of the Commission's mandate;
- viii. Demonstrate a thorough understanding of National Goals, Policies and Development objectives and ability to align them to the Commission's mandate;
- ix. Possess Certificate in Computer Applications from a recognized institution

Note: All candidates must meet the requirements of Chapter Six of the Constitution of Kenya.

MODE OF APPLICATION:

- i. Candidates should attach all documents to the application form which is to be downloaded from the website.
- ii. Details of academic and professional certificates not obtained by closure of the advert should not be included,
- iii. Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates, and transcripts during interviews. Please note that it's a criminal offence to present fake certificates.

If you possess or meet the above qualifications, please send;

- i. Your application letter together with detailed curriculum Vitae including names of three referees and their full contacts (Name, post office box number, email address, and telephone/mobile phone contact)
- ii. Copies of academic certificates and testimonials:
- iii. Up to date clearance certificates from, DCI, HELB, EACC, Credit Reference Bureau (CRB) and Tax Compliance Certificate from KRA.

Visit our [website www.landcommission.go.ke](http://www.landcommission.go.ke) for instructions on how to apply and to download employment application form. Applicants **MUST apply both online and submit hard copies** of their application.

In case you do not hear from us, please consider your application as unsuccessful.

Please note that canvassing for this position will lead to automatic disqualification.

The National Land Commission is an equal opportunity employer. Women, people from marginalized areas and Persons living with disabilities are encouraged to apply.

The applications should reach the office of the Secretary/ CEO, National Land Commission by **3rd September, 2021 on/or before 5.00pm.**

All hardcopy application should be submitted to:

**The Secretary/CEO
National Land Commission
1st Ngong Road Avenue,
ACK Garden Annex, 7th Floor,
P.O Box 44417-00100, Nairobi.**