



# *Vacancy of* **Seychelles**

- ◆ **Senior Lands Valuation Officer**
- ◆ **Land Surveyor**
- ◆ **Legal Advisor**



**Candidates with experience mentioned below apply immediately**  
**E-mail Your CV's to : [mgr.promotion@slfea.lk](mailto:mgr.promotion@slfea.lk)**

**Seychelles RS. 1 = LKR. 22.18**

**Sri Lanka Foreign Employment Agency**  
**No. 12, Narahenpita, Nawala**



## Job description

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Post:	Senior Lands Valuation Officer
Salary Point:	B6-B8
Responsible to:	Director
Organisation:	Ministry of Habitat, Infrastructure and Land Transport
Responsible for:	Property Management & Policy Planning Section

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### Job Purpose

To manage and process cases of property management and valuation in an effective and efficient manner and to contribute towards the formulation and implementation of land policies.

### Main Duties & Responsibilities:

1. Coordinate, process and supervise all cases of property valuation.
2. Carrying out valuation of land and buildings, sometimes including other fixed movable assets and crops where called upon to do so;
3. Rental assessments, site visits, inspections and preparations of reports on land/property matters;
4. Process and administer sanction applications.
5. Provide valuation reports for sanction purposes including drafting and issuing letters for same.
6. Maintain and update a valuation database and provide quarterly reports.
7. Supervise and provide on the job training to subordinate.
8. Provide technical support to the Director
9. Assist the Director in policy issues with regards to the Management and Sale of state land.
10. Dealing with complex matter involving both private and state land and giving technical advice
11. Office Management
12. Giving evidence in legal proceedings, mediating on valuation matters and providing rental determinations for arbitration purposes.
13. Assist the Director in the overall property/asset management of state owned properties under the custody of the Ministry.
14. Preparation of briefs and drafts and liaison with the Attorney General's Chambers, in respect of legal aspects of the work of the Division including:
  - o Cases of compulsory acquisition under the Lands Acquisition Act
  - o The purchase and sale of immovable property
  - o Leasing of state land and buildings
15. Deal with all issues relating to compulsory acquisition in liaison with the Attorney General's chamber.
16. Negotiate on behalf of the Ministry on issues relating to compulsory acquisition
17. Perform any other cognate duties relating to land management as and when necessary.

### Qualifications/Experience

University degree in Land Economy, Land/ Real Estate Management or Property Management plus at least 3 years post qualifying experience in related field.

The candidate must have a basic understanding of all laws relating to registration, transfer, Land Acquisition Act, Management of Land, land planning, building by laws/code etc.



## MINISTRY OF LANDS AND HOUSING

### JOB DESCRIPTION

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Post:	Land Surveyor
Salary Grade:	B4 – B5
Responsible to:	Director of Surveys or Senior Land Surveyor
Work location:	Survey Division Headquarters and the field
Organisation:	Ministry of Land Use and Housing

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#### Job summary

To manage Unit(s) or Sub-unit(s) of the Survey establishment efficiently. Lead a technical team, supervise their work and assist the Director of Surveys/ Senior Land Surveyor in all tasks relating to surveys. Advises the government on survey matters and participates in the training of Survey establishment staff.

#### Duties

- Lead and manage Unit(s)/Subunits of the Survey establishment.
- Assist with the performance of administrative duties of the Division.
- Establishes surveying priorities assigns work to Survey Technicians and reassign survey parties to maximise efficiency.
- Performs survey activities which are consistent to the existing Land Survey Act.
- Willingly provide appropriate guidance and advise to staff under his/her supervision.
- Plan, organise for all types of surveys which fall under the jurisdiction and responsibility of the Director of Surveys.
- May be called to represent the Director of Surveys/Division in the Court of Law.
- Attend to clients' queries/complaints on survey related matters as and when required.
- Correspond effectively with customers (and establishment personnel) and deal with their complaints.
- Maintain survey records in good order.
- Assist in maintaining survey markers defining the National Survey Control Network
- Examine cadastral survey records for subsequent approval by the Director of Surveys.
- Assist with the development of computer software and/or routines for use by the Division.

- Assist with the Calibration of Survey Instruments
- Assist with the development of training curriculum and the implementation of approved training program(s) for the Division.
- Liaise with other establishments of the ministry on survey related matters.
- Prepare reports on activities and performance of Unit(s) under his/her responsibility on a periodical basis.
- Any other cognate duties that may be assigned by the Director of Surveys.

#### Responsibilities

To manage the allocated Section's resources under his/her supervision.

Positively promote the organisation's image at all times.

Within the scope of one's responsibilities, appropriately enforce the Division's/Ministry's rules, policies and regulations.

Make recommendations to the Director on appropriate rewards for Survey Division's employees.

#### Authority

Over all resources allocated to the Unit.

#### Relationships

Accountable to the Director of Surveys or Senior / Principal Land Surveyor and has working relationships with all other Divisions of the ministry; attends pertinent meetings.

Must maintain and promote healthy working relationships with other organisation's staff and clientele at large.

#### Minimum entry qualification

Bachelor in Surveying and Mapping Sciences or relevant Surveying Degree

(Eligible to apply for a Land Surveyor's license after 2 years experience practicing Land Surveying)



## MINISTRY OF LANDS AND HOUSING

# JOB DESCRIPTION

<b>Post:</b>	Legal Advisor
<b>Salary Grade:</b>	B11 – B12
<b>Responsible to:</b>	Minister
<b>Work location:</b>	Minister's Secretariat
<b>Organisation:</b>	Ministry of Land Use and Housing

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### MAIN OBJECTIVE:

The Legal Advisor is responsible to safeguard the Ministry of Lands and Housing in the field of Lands and Housing and pertaining any legal issues.

### MAIN DUTIES AND RESPONSIBILITIES:

1. Responsible for advising the Ministry in all legal matters and arbitration and dispute. Attending arbitration proceedings on legal matters and providing inputs on various areas.
2. Address the internal and external legal concerns of the Ministry
3. Conduct Administrative, Clerical and Research duties to ensure the best legal approach is adopted for the benefit of the Ministry
4. Conducts research to ensure that the Agencies is acting in accordance with applicable laws
5. Handle conflicting legal matters that involve international, public and private law
6. Draw up memoranda, legal agreements and other legal documents in consultation with the Office of the Attorney General
7. Be the liaison and permanent link with international Organisations on professional and legal matters

8. Be the liaison and permanent link with AG's office, SMSA, SPA, SCAA, Air Seychelles, SPTC, SLTA, RTC and other related Authorities on professional and legal matters
9. Prepare legal documentation as and when required
10. Liaise with the Office of the Attorney General regarding the drafting of laws affecting the Agencies
11. appear in Tribunals/Courts on behalf of Ministry and Agencies when required;
12. perform law enforcement duties falling within the portfolio of the Ministry.
13. Drafting of legal correspondences for the Ministry
14. Review and update of legislations where appropriate in consultation with Agencies
15. Liaise with solicitors and assist with handling of all civil, criminal and arbitration cases of the Ministry and Agencies
16. Assist with the creation of policies and legislations with the Departments and respective Agencies
17. Review and coordinate with respective officers of agencies in the drafting of contracts relating to National Strategies and policies
18. Initiate legal/ commercial initiative, which will be of benefit to Government of Seychelles
19. Any other related duties assigned by the Minister

### **PERSON SPECIFICATION**

- In addition to a high level of legal skill, incumbent should have leadership skills and:
- He/ She must make sure all actions of the Ministry and Agencies are according to the required legal protocols and obligations
- Must be able to work under pressure to meet required deadline.
- Must be willing to work outside normal hours as and when requested.

### **QUALIFICATIONS AND EXPERIENCE:**

Candidate must possess

- Degree in Law (BAR Holder)
- Knowledge in Seychelles Laws

Minimum of 5 years working experience

## ACKNOWLEDGEMENT OF JOB DESCRIPTION

I have received a copy of the job description and I have read and understood the contents. I agree to perform the duties stated with full commitment and professionalism.

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Employee name & surname

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Employee signature

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Date

**FIRST SCHEDULE**

[Sections 2(e) and 4(1)]

**PUBLIC SERVICE SALARY TABLE**

POST	(Base) Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Band 20	82,278	83,064	83,857	84,657	85,465	86,281	87,105	87,937	88,776	89,624	90,479	91,343	92,215	93,096	93,985
Band 19	71,348	72,030	72,717	73,411	74,112	74,820	75,534	76,255	76,983	77,718	78,460	79,209	79,966	80,729	81,500
Band 18	61,871	62,461	63,058	63,660	64,267	64,881	65,500	66,126	66,757	67,394	68,038	68,687	69,343	70,005	70,674
Band 17	53,652	54,164	54,681	55,203	55,730	56,262	56,800	57,342	57,889	58,442	59,000	59,563	60,132	60,706	61,286
Band 16	46,525	46,969	47,418	47,870	48,327	48,789	49,254	49,725	50,199	50,679	51,163	51,651	52,144	52,642	53,145
Band 15	40,345	40,730	41,119	41,511	41,908	42,308	42,712	43,119	43,531	43,947	44,366	44,790	45,217	45,649	46,085
Band 14	34,985	35,319	35,657	35,997	36,341	36,688	37,038	37,392	37,748	38,109	38,473	38,840	39,211	39,585	39,963
Band 13	30,338	30,628	30,920	31,215	31,513	31,814	32,118	32,425	32,734	33,047	33,362	33,681	34,002	34,327	34,655
Band 12	26,308	26,559	26,813	27,069	27,327	27,588	27,851	28,117	28,386	28,657	28,930	29,207	29,485	29,767	30,051
Band 11	22,813	23,031	23,251	23,473	23,697	23,923	24,152	24,382	24,615	24,850	25,087	25,327	25,569	25,813	26,059
Band 10	19,783	19,972	20,162	20,355	20,549	20,745	20,943	21,143	21,345	21,549	21,755	21,962	22,172	22,384	22,598
Band 9	17,155	17,319	17,484	17,651	17,819	17,990	18,161	18,335	18,510	18,687	18,865	19,045	19,227	19,410	19,596
Band 8	14,876	15,018	15,162	15,306	15,452	15,600	15,749	15,899	16,051	16,204	16,359	16,515	16,673	16,832	16,993
Band 7	12,900	13,023	13,147	13,273	13,400	13,528	13,657	13,787	13,919	14,052	14,186	14,321	14,458	14,596	14,735
Band 6	11,186	11,293	11,401	11,510	11,620	11,731	11,843	11,956	12,070	12,185	12,301	12,419	12,537	12,657	12,778
Band 5	9,700	9,793	9,887	9,981	10,076	10,172	10,270	10,368	10,467	10,566	10,667	10,769	10,872	10,976	11,081
Band 4	8,412	8,492	8,573	8,655	8,738	8,821	8,905	8,990	9,076	9,163	9,250	9,339	9,428	9,518	9,609
Band 3	7,294	7,364	7,434	7,505	7,577	7,649	7,722	7,796	7,871	7,946	8,022	8,098	8,175	8,253	8,332
Band 2	6,325	6,386	6,447	6,508	6,571	6,633	6,697	6,760	6,825	6,890	6,956	7,022	7,089	7,157	7,225
Band 1	5,485	5,538	5,590	5,644	5,698	5,752	5,807	5,862	5,918	5,975	6,032	6,090	6,148	6,206	6,266

[6th January 2014]

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