

Housing Authority

Position Description: LAND ACQUISITION OFFICER



Position	Land Acquisition Officer
Incumbent	
Reports to	Manager Planning & Properties
Date	7/11/24

Reporting Positions

Manager Planning & Properties

Purpose

The incumbent will be responsible for the proper inventory, appraisal, and coordination of all HA land acquired, prepare detailed and accurate inventory of all land owned and leased to the Authority. Should possess good interpersonal skills and the ability to write reports and excellent forward planning skills.

Accountabilities

1. **Land Acquisition and Development:** Conduct economic surveys, feasibility studies, and valuations of land around growth centers for potential housing developments. Engage in negotiations and consultations with landowners and agencies to secure land at affordable prices.
2. **Land Assessments:** Perform site inspections to assess soil composition, land terrain, water catchments, and compliance with planning regulations. Ensure land complies with zoning ordinances and local government laws.
3. **Legal and Regulatory Compliance:** Ensure all land acquisitions and developments adhere to the Town Planning Act (CAP 139) and other relevant legal frameworks. Carry out title searches, assess legal risks, and maintain up-to-date land records.
4. **Lease and Rate Management:** Manage head leases, subleases, and rental agreements, negotiate lease renewals, and confirm boundary disputes or lease conditions. Prepare and process lease payment records.
5. **Squatter Management:** Monitor squatter activity on Housing Authority land, issue eviction notices, and manage compensation. Oversee relocation efforts and address customer complaints related to land issues.
6. **Consent and Permits:** Assess requests for land use changes, development consents, and business licenses. Conduct inspections to ensure compliance with lease conditions and zoning laws before granting consent.
7. **Financial Oversight:** Ensure payments related to land acquisition, leases, rates, and consents are processed, including monitoring rental incomes and lease premium rates.
8. **Database Management:** Maintain and update land records, including the HA's land bank, lease agreements, and records of squatters, ensuring accurate data for reporting and decision-making.
9. **Stakeholder Engagement:** Collaborate with stakeholders, service providers, and approval agencies to align land development objectives with the corporate plan. Promote HA products and benefits to landowners and the public.
10. **Additional Duties:** Attend workshops, conferences, and career expos. Prepare reports, board papers, and presentations on land-related projects. Adhere to cultural protocols when acquiring land from the indigenous community.
11. Carry out any other duties within the scope of the position or related as assigned by the Branch Manager/Management team from time to time.

Working Relationships:

Internal

Chief Executive Officer
Finance and Administration
Lending Division
Land and Housing Development
Customer Relations

External

Consultants
Statutory Bodies
Stakeholders
Customers

Major Challenges

- 1) Accuracy pertaining to all Regulations and Acts
- 2) Increasing customer satisfaction by resolving issues immediately
- 3) Ensure growth in Land Bank
- 4) Assisting in improving team productivity, accuracy and efficiency
- 5) Competition from other firms/organizations
- 6) Minimum Complaint from customers
- 7) Lack of big parcels of land and consolidation of smaller land parcels
- 8) HA acquisition policy

Competencies, Experience and Qualifications

- Have a Degree or diploma in Land & Estate Management, plus Diploma in Building Construction.
- Have a minimum of 3 years Fiji experience, working in a Land development organization
- Have a thorough understanding in Land tenure system in Fiji and awareness of relevant Fiji design, construction, planning and development Standards.
- Have a sound understanding on technology on sustainable land management practices including soil and water, indigenous biodiversity, biosecurity and associated management practices
- Have good personal character and interact in creating network with Landowners, Land Agencies, Government Departments and other Environmental Non-Government Organizations in the acquiring of land and squatters.
- Be innovative, result-oriented, and a strategic and independent thinker and be able to work flexible hours including evenings and weekends.
- Possess excellent interpersonal & negotiation skills, verbal and written communication skills
- Possess a valid Fiji Driver's License.
- Have thorough knowledge and experience with Microsoft applications. Knowledge of specialist software will be an advantage

9. **Salary: Band 4 (\$23,721.00 to \$35,528.00)**