

Tuvalu Government – Job Description



Position Title:	Land Valuation Officer	
Level and Salary:	Level 6	
Ministry and Department:	Natural Resources	Lands and Survey
Location:	Funafuti	
Reports to:	Chief Land Management Officer	

JOB PURPOSE:

Generally responsible for carrying out valuation assessments of public and private interest in lands

KEY RESPONSIBILITIES:

1. Manage valuation of land on public and private lands
2. Manage and Monitor Database
3. Manage the overall registration of native and non-native leases
4. Overall management of research and social surveys regarding land appraisal

MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities)

- 1.1 Carry out property valuation for public purposes.
- 1.2 Appraise improvement values in leases and subleases for compensation purposes.
- 2.1 Make projections of appropriate risk free yields and market annual rates to facilitate lease formulations.
- 2.2 Export land information data from the central DCDB and collate them in a way that will facilitate property market projections and property investments indicators.
- 3.1 Registrar of native and non-native subleases
- 3.2 Carry out rental valuation appraisal for government leases at each successive rent review period
- 4.1 Conduct social surveys of property investment activities together with their historic transactions and assimilate them in a form of a database.
- 4.2 Carry out mass appraisal of a sample data and produce in a form of a report property indices as compared to other neighboring countries.

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4.3 Any other duty that may be directed by the Chief Land Management Officer from time to time.

MANDATORY REQUIREMENTS:

Candidate should have a Diploma in Valuation and/or Land Management.
Preferably with a 5 years of work experience.

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)
High-level attention to detail and accuracy
Sound Microsoft Office, computer skills and mapping software packages
Ability to liaise with a range of stakeholders and supervise staff
Sound time management skills