

	Job Description Manual	
	Doc. #: JDM D/4	Job Title : Land Acquisition Assistant
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Job Title: Land Acquisition Assistant

Level: 3

Reports to: Senior Manager Land Acquisition

Supervises: N/A

Job Summary

The Land Acquisition Assistant provides administrative support to the Land Acquisition Department to facilitate the timely and efficient procurement of lands for the construction of highways.

DUTIES AND RESPONSIBILITIES

- Provides general administrative support to the Senior Manager Land Acquisition
- Assists with the preparation of contracts for the engagement of service providers.
- Assists the Senior Manager Land Acquisition with follow-up on matters with the National Land Agency, Attorneys, other Government Agencies and service providers.
- Receives and checks invoices from service providers and submits to the Administration Department; follows-up and address any queries to ensure timely payment.
- Assists with the updating and maintenance of the land databank.
- Conducts research and assists with preparation of reports and other documents from the Department.
- Coordinates and attends meetings with the Senior Manager Land Acquisition or Land Acquisition Coordinator; takes and prepares minutes and follows-up on action items as directed.
- Provides assistance to the Land Acquisition Coordinator in coordinating meetings with land owner groups.
- Undertakes any other duties within the scope of the job that may be assigned.

Minimum Qualification & Experience

- Diploma in Business Administration from a recognized institution OR Certified Professional Secretary Designation
- Paralegal training and or experience would be an asset
- At least five years experience in an administrative or senior secretarial position.