

Call for Applications for the position of Land Bank Officer

The Ministry of Agriculture and Lands, Forestry and Marine Resources is inviting suitably qualified individuals to apply to fill the position of **Land Bank Officer** within the Agricultural Land Bank Management Unit of the Lands and Surveys Department of the Ministry. Interested individuals are kindly asked to submit a Cover Letter and their Curriculum Vitae (CV) to the Permanent Secretary, Ministry of Agriculture and Lands, Forestry and Marine Resources via email to ps@moa.gov.gd and agriculture@gov.gd and copied to advisor@moa.gov.gd no later than **Friday, 10th May 2024**.

For more detailed information, please see the Terms of Reference below.

Land Bank Officer – Terms of Reference

Agricultural Land Bank Management Unit (ALBMU)

Department of Lands and Surveys

Background

The Grenada National Agricultural Land Bank Project has been in its pilot stage since 2017. The objective of the project is to establish a national land bank in Grenada that would play a pivotal role in the promotion of food and nutrition security and to support the sustainable management of rural lands, especially the acreages that are currently unused and underutilized. The project, in its pilot stage, prepared an institutional framework and operational guidelines for the establishment and operation of the National Agricultural Land Bank.

The National Agricultural Land Bank treats land similarly to the treatment of money by a bank. Land is treated as a commodity to be deposited in and withdrawn from a designated institution which is statutorily authorised to hold the land. The value of the land is increased through its judicious development, in this case for agricultural purposes. Idle and underutilised lands, both crown and private, can be placed in the Land Bank. These lands are then used through third party leases of variable lengths for agricultural purposes.

Private landowners may also lease their lands to the bank for a fixed period and can retrieve them on the expiration of that period. Landless individuals could obtain tenure of these lands for agricultural enterprise development through a lease of a shorter duration than that for which the parcel has been placed in the bank.

The Grenada National Agricultural Land Bank is being operationalized on crown lands and the Grand Bacolet and Diamond Estates have been identified and placed in the land bank. It is expected that later the principle will be extended to include private lands which are not being used.

The Ministry of Agriculture and Lands, Forestry and Marine Resources has reviewed and accepted in principle the Revised Draft National Agricultural Land Bank Policy and the accompanying Procedural Manual. Accordingly, the Ministry is seeking to ensure that appropriate institutional arrangements exist that will provide the necessary support to achieve the goals and objectives of the National Agricultural Land Bank Policy and the Procedural Manual, and to ensure the intended benefits of the pilot project are realized.

The Ministry has considered the need to create a new Unit within the Lands and Surveys Department dedicated to the management of the operations of the National Agricultural Land Bank. This unit will be responsible for co-ordinating the technical and administrative operations of the National Agricultural Land Bank.

Government is committed to sustainable land management, to addressing issues of crown land availability and to ensuring a suite of specific policies, legislations, strategies, programmes, and projects aimed at sustainable use and conservation of available lands and natural resources.

The Ministry of Agriculture and Lands, Forestry and Marine Resources has accordingly made budgetary provisions to strengthen land administration through a cadre of land administration personnel, policy review and implementation, training and public awareness and sensitization.

Rationale for Land Bank Officers

With the pilot stage of the National Agricultural Land Bank Project coming to an end, the Ministry is in the process of establishing a Unit dedicated to the management of the agricultural lands placed in the National Agricultural Land Bank. Two government estates have been vested in the Land Bank and allotments made to ten farmers so far. It is anticipated that private lands will soon be vested in the Land Bank. The Ministry is seeking to provide a technical and administrative support system that will provide necessary support to the implementation of the National Agricultural Land Bank Policy and the Procedural Manual. Additional human resources input in the form of two (2) Land Bank Officers is envisaged. One Officer will have direct responsibility for the administration of the lands in the land bank and the other for compliance and regulations.

Functions of the Land Bank Officers

The Land Bank Officers would, under the supervision of the Senior Land Bank Officer, collate Land Bank information; document, disseminate and initiate basic Land Bank administration processes in line with the mandate of the Agricultural Land Bank Management Unit (ALBMU), the National Agricultural Land Bank Policy and the Procedural Manual and existing legislation. Specifically, the Land Bank Officers will be required to:

- i. Ensure legal and regulatory compliance of all Land Bank-related matters. Administer all related processes in keeping with the National Agricultural Land Bank Policy and the Procedural Manual.

- ii. Review and evaluate applications for crown or private lands in the Land Bank, providing a thorough report and recommendations to the Senior Land Bank Officer.
- iii. Draft letters of allotment for review and approval by the Senior Land Bank Officer.
- iv. Ensure compliance with legislative and contractual obligations of land tenure agreements, leases, and licenses.
- v. Review and propose recommendations for the terms and conditions of lease agreements.
- vi. Peruse draft lease agreements and land documents ensuring everything is in order before they are submitted to the Legal Department.
- vii. Establish status of parcels of land; capture and update land information using the approved system.
- viii. Prepare cabinet submissions in the approved template and follow up on the implementation of cabinet decisions.
- ix. Conduct site inspections and respond to complaints relating to land matters.
- x. Provide information and assistance to interested applicants and the public regarding the Land Bank and land matters in general.

Qualifications

Bachelor's degree in Agriculture, Land Management, Land Administration, Real Estate Management, Law, or equivalent qualification from a recognized institution plus at least two (2) years working in the public service or related sector.

Or

Associate degree or Diploma in Agriculture, Land Management, Land Administration, Real Estate Management, Law, or equivalent qualification from a recognized institution plus at least five (5) years working in the public service or related sector.

Must also possess a level of:

- i. Knowledge of legislation relevant to the land sector.
- ii. Knowledge of land administration and management theories and best practices.
- iii. Understanding of the social, cultural and political environment that influence land management and administration.
- iv. Computing skills.
- v. Analytical skills.

Administration

The Land Bank Officers will work under the supervision of the Senior Land Bank Officer and collaboratively with other staff of the Department of Lands and Surveys and the Ministry to achieve the mandate of the Agricultural Land Bank Management Unit; and the vision for land management and administration and would agree on a work plan covering the terms of reference for the assignment and working arrangements.

Deliverables

The Land Bank Officers will be required to deliver the following deliverables:

- i. A work plan covering the areas of assignment.
- ii. Reports on applications received and actions taken, and on the state of land allotment with recommendations for improving the administration of lands within the Land Bank.
- iii. Recommendations on legal and regulatory compliance with suggestions for improvement in compliance.
- iv. Cabinet Submissions in the approved format.
- v. Briefing reports and draft letters.
- vi. Statistical and other reports.
- vii. Revenue summaries.
- viii. Maintenance of individual lessee accounts relevant to the lease of lands within the Land Bank.
- ix. Demand notices for non-payment of leases.

Duration

The contract will be for a period of two (2) years in the first instance commencing June 2024. Renewal will be based on successful completion of the contract and agreement among the parties.

Salary

Salary payable will be at the rate commensurate with similar positions within the public service pay scale that is within Grade H.

Administrative Support

The Ministry would, through the Lands and Surveys Department and the Land Use Division, provide the necessary administrative and technical support for the performance of duties.