



Applications are invited for suitable qualified candidates to fill the following positions within the Surveys and Mapping Division at the National Land Agency.

Assistant Chief Plan Examiner

(Vacant)

The successful candidate will report to the Chief Plan Examiner

Job Purpose

To assist in managing the Plan Examination and Certification Branch and to ensure that all plans presented meet the Land Surveyors Act.

Key Outputs

- Work plans developed
- Plans and accompanying documents secured
- Reports drafted
- Quality of plans approved
- Queries discussed
- Quality systems established
- Technical advice given
- Staff trained, supervised and monitored
- Performance appraisal conducted

Key Responsibilities:

Management/Administrative Responsibilities

- Assists in planning and coordinating the operations of the Comparison and Computing sections
- Ensures the security and care of plans and accompanying documents during examination
- Prepares monthly reports on activities within the unit
- Assists with the preparation of quarterly reports of the unit
- Ensures that staff is trained

- Conducts performance appraisal in accordance with established guidelines

Technical/Professional Responsibilities

- Ensures that plans presented are prepared in accordance with the Land Surveyors Regulations
- Gives technical/legal advice to clients on the suitability of plans for registration purposes
- Verifies if plans submitted for titles are dually registered and if there are dual registrations the Titles Office is informed about the situation
- Assists with establishing and monitoring of systems to maintain high level of performance
- Corresponds with clients to address product concerns
- Reports on dual registration queries and investigations
- Assigning and reviewing digitally submitted plans using Land Folio and Microsurvey

Other Responsibilities

- Performs other related duties that may be assigned from time to time by the Manager

Performance Indicators

- Accepted plans fully complied with the Land Surveyors Regulations
- All plans accepted are copied and recorded
- Rejected plans are returned to surveyors within the time agreed
- Reports are complete, current and accurate
- Dual registration detected and clarified
- Technical advice results in workable decisions and actions

Required Competencies/Skills

The post-holder should be able to demonstrate:

- Excellent interpersonal skills
- Excellent planning, organizing analytical and problem solving skills
- Excellent knowledge of the Land Surveyors Act and Regulations
- Good negotiation skills

Minimum Required Qualifications and Experience

- Diploma or Associate Degree in Land Surveying with five (5) years' Plan Examination experience.

- A general knowledge of Parcel Data Management and Land Registration Systems and Surveying Software
- Two (2) years' experience at senior supervisory level

Special Conditions Associated with the Job

- Visual fatigue constant examination of plans and relevant documents
- Long periods of sitting

Resource Managed

- Database
- Plans and accompanying documents

Authority to:

- Recommend leave, transfers acting appointments
- Assign duties to staff
- Correspond with customers
- Caution staff in terms of behavior and job performance
- Recommend training for staff

Remuneration Package:

-Salary Range (Level 6) - \$3,501,526.00 -\$4,709,163.00 per annum

A letter of application accompanied by a Résumé should be submitted no later than

Friday, April 18, 2025 to jobapplications@nla.gov.jm for the attention of:

The Director, Human Resource Management & Development

National Land Agency

8 Ardenne Road

Kingston 10

We appreciate all responses, but only shortlisted applicants will be contacted.