



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

Chief Plan Examiner

(Vacant)

The successful candidate will report to the Manager, Plan Examination and Certification

Job Purpose:

To ensure that plans reflect all the relevant dimensions stipulated by the Land Surveyors Act so that clients can use these plans in the land titling process.

Key Outputs:

- Work plans developed
- Work procedures checked
- Performance appraisals conducted
- Reports prepared
- Plans examined
- Plans for Titles/Registration accepted
- Plans rejected
- Field audits completed
- Dual registration investigated and reported
- Staff supervised and monitored

Key Responsibility Areas:

Managing/Administrative Responsibilities

- Plans and organizes the work activities for the Unit
- Prepares reports on the progress of activities in the Unit
- Contributes to the preparation of the Division's plan and budget
- Conducts performance appraisals in accordance with established guidelines
- Provides guidance to staff through coaching, monitoring and training
- Checks work of staff for accuracy and compliance with procedures
- Assists with selection of staff for the Unit

Technical/Professional Responsibilities

- Examines pre-checked plans to ascertain compliance to the Land Surveyors Act and Regulations
- Certifies plans that subscribes to the Act and Regulations and rejects those in breach of the legal specifications
- Carries out field audits to ensure that what is submitted on the plans is evidenced on the ground (field)
- Surveys and or investigates dually registered properties on behalf of the Registrar of Titles
- Controls the operations of the Comparison and Computing unit to ensure completion and examination of plans
- Provides care and security for all plans and accompanying documents
- Gives technical and legal advice to clients and prospective customers
- Examines and approve plans on the Prescribed applications and CAD softwares

Other Responsibilities

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

Performance Indicators

- Work plans reflect the proposed targets
- Procedures are followed consistently
- Staff is competent and productive
- Reports are complete, accurate and submitted on time
- Certifies plans that subscribes to the Act and Regulations and rejects those in breach of the legal specifications
- Accepted plans satisfy the Land Surveyors Regulations
- Accepted plans are copied and recorded
- Rejected plans are returned to surveyors within prescribed timeframe
- Supervises and monitors the work of the staff of the unit in keeping with Policy
- Ensures employees compliance with policies and procedures of the Unit
- Conducts performance appraisals in accordance with established guidelines
- Plans and accompanying documents are maintained and secured in keeping with regulations

Required Competencies:

The post-holder should be able to demonstrate:

- Excellent interpersonal skills
- Excellent writing and presentation skills
- Excellent planning and organising skills

- Excellent knowledge of the Land Surveyors Act and regulations
- Excellent analytical and negotiation skills

Minimum Required Education and Experience

- Land Surveyors' Commission
- Three years post Commission working experience in Land Surveying
- A general knowledge of Parcel Data Management and Land Registration Systems and Surveying Software
- Two years experience at senior supervisory level or a Certificate in Supervisory Management

Special Considerations Associated with the Job

- Exposure to difficult environment during field visits
- Visual fatigue from long hours using computer and the examination of survey plans
- Sitting for long periods

Resources Managed

- Database
- Plans

Authority to:

- Recommend staff leave
- Recommend training
- Deploy staff
- Approve quality control measures
- Warn staff in respect of behaviour and performance

Remuneration Package:

-Salary Range (Level 8) - \$6,333,301.00 -\$8,517,586.00 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.