



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

Manager, Cadastral Surveys (Vacant)

The successful candidate will report to the Senior Director, Surveys and Mapping Division

Job Purpose

To establish and maintain the legal boundaries of all government administrative areas within the provisions of the Land Surveyors Act to support the Land Registration System and the preparation of a comprehensive cadastral map of the island.

Key Outputs

- Policies and procedures clarified and implemented
- Operational objectives defined and implemented
- Performance reviews conducted
- Reports submitted
- Information disseminated
- Training delivered
- Survey plans prepared
- Site inspection carried out
- Technical advice given
- Survey objections dealt with

Key Responsibilities

Management/Administration Responsibilities

- Demonstrates leadership through ethical behaviour, delegation and sharing of knowledge and skills
- Assists in the preparation of Divisional plan and budget
- Develops operational objectives, evaluates results against these objectives and takes corrective action where necessary
- Ensures implementation and compliance of policies and procedures

- Prepares and submits reports on the activities of the section
- Promotes continuous professional development and career advancement
- Ensures the dissemination of relevant information within the section and encourages feedback
- Conducts performance reviews in accordance with PMAS guidelines
- Participates in selection of staff for the Agency
- Establishes and fosters a culture of teamwork
- Maintains discipline and work ethic among staff

Technical/Professional Responsibilities

- Prepares forms of reference and technical specifications for procurement of surveying instruments
- Vets all survey plans prepared by the Cadastral Survey Branch for compliance with the Land Surveyors Regulations and Parish Council conditions of approval
- Carries out site inspection to ensure regulations and established procedures are followed
- Carries out field investigation of dual registration matters
- Signs plans prepared by trainee surveyors from cadastral surveys
- Assists clients in matters relating to objections to cadastral surveys
- Approves quality control measures within the Branch
- Provides technical (cadastral survey) advice, information and data to professionals, private and government entities
- Represents the Director of Surveys in the Court of Law on cadastral surveying matters

Other Responsibilities

- Represents the Agency on matters pertaining to cadastral surveying
- Participates in the promotion of products and services of the Division
- Represents the Agency at local and overseas conferences
- Performs other related duties assigned from time to time by the Director
- Assists student Surveyors preparation for the Land Surveyors Commission Examination

Performance Indicators

- Employees are competent, motivated and productive
- Performance reviews submitted within the time agreed

- Corporate divisional and operational plans implemented in keeping with the Agency's policy
- Operational objectives are consistently achieved
- Reports are complete, accurate and submitted within agreed timeframe
- Confidentiality and integrity are demonstrated in the conduct of duties
- Technical advice given results in development
- Solutions to survey concerns satisfies the Agency's clients
- Quality measures produce greater efficiency in the division
- Enforced regulations and procedures give integrity to the regulatory system

Required Competencies:

The post-holder should be able to demonstrate:

- Excellent Leadership skills
- Excellent oral and written communication skills
- Excellent analytical, problem solving and decision making skills
- Excellent judgment
- Relevant computer applications
- A general knowledge in land surveying and CAD software
- Basic knowledge of Human resource management principles

Minimum Required Education and Experience

- Land Surveyors' Commission and Land Surveyors' Practicing Certificate
- First degree in Land Surveying or equivalent qualification
- Five (5) years related work experience, three of which should be at the supervisory level
- Certificate in Supervisory Management

Special Conditions Associated with the Job

- Physical and visual fatigue from survey equipment
- Long periods of standing
- Difficult terrains
- Unhealthy and unsafe environment
- Withstanding attacks from aggressive persons (humans), animals and insects.

Resources Managed

- Money allocated for field work
- Instrument – GPS, Total Station, tapes
- Vehicles assigned to field work

Authority to:

- Deploy staff to deal with workload
- Approve measures for quality control
- Recommend the level of funding for specific assignment, the procurement of equipment, goods and services
- Recommend leave, transfers
- Certify plans prepared from cadastral surveys
- Sign vouchers
- Warn staff in respect of behaviour and work performance

Remuneration Package:

- -Salary Range (Level 8A) - \$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.