



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

Manager, Plan Examination & Certification

(Vacant)

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

Job Purpose

To ensure compliance to the Land Surveyors Act in respect of plans, and to provide security and care of plans and accompanying documents.

Key Outputs

- Operational objectives defined and implemented
- Performance reviews conducted
- Policies and procedures implemented
- Reports submitted
- Information disseminated
- Plans checked and accepted for Title Application / Registration
- Field audits reviewed
- Technical advice on plan preparation given
- Technical training delivered

Key Responsibilities:

Management/Administration Responsibilities

- Assists in the preparation of Divisional plan and budget
- Ensures implementation and compliance of policies and procedures
- Develops operational objectives, evaluates results against these objectives and takes corrective action where necessary
- Demonstrates leadership through ethical behaviour, delegation and sharing of knowledge and skills
- Prepares and submits reports on activities of the section
- Conducts performance reviews in accordance with PMAS guidelines

- Promotes continuous professional development and career advancement
- Establishes and fosters a culture of teamwork
- Ensures dissemination of relevant information within the section and encourages feedback
- Participates in the selection of staff for the Agency
- Maintains discipline and work ethic

Technical/Professional Responsibilities

- Verify and approves all pre-checked plans
- Monitors the movement of documents within the section
- Ensures the security and care of plans and accompanying documents
- Provides staff with technical training and new information in the field of surveying
- Reviews field check audits
- Investigates problems with titles and submits reports
- Mediates conflicts between surveyors and clients
- Provides technical evidence in court on behalf of the Division/ Agency
- Gives technical advice on plan preparation and survey practices

Other Responsibilities

- Performs other related duties assigned from time to time by the Senior Director.

Performance Indicators

- Employees are competent, motivated and productive
- Oversees the preparation of Divisional plan and budget
- Confidentiality, integrity and trust are demonstrated in the conduct of duties
- Performance reviews submitted with appropriate recommendation within agreed timeframe
- Reports are complete, accurate and submitted within given timeline
- Plans are consistently approved within specified standard
- Surveyor and client problems are settled satisfactorily
- Technical advice results in a significant reduction of below standard plans
- Dual registration matters are detected and addressed quickly
- Plans managed to minimize loss or misplacement
- Performance targets are consistently achieved
- Establishes and foster teamwork
- Maintains discipline and work ethic

Required Competencies/Skills:

The post-holder should be able to demonstrate:

- Excellent planning and organising skills
- Creative problem-solving skills
- Excellent interpersonal skills
- Ability to communicate effectively at all levels
- Excellent knowledge of the Land Surveyors Act and Regulations
- Excellent presentation skills
- A general knowledge of Parcel Data Management and Land Registration Systems
- A general knowledge of surveying software
- Excellent analytical and negotiation skills
- Basic knowledge of human resource management

Minimum Required Qualifications and Experience

- Land Surveyors' Commission and Land Surveyors' Practicing Certificate
- Five (5) years post-Commission working experience
- Eight years' technical work experience in surveying
- A general knowledge in prescribe applications and CAD Software
- Certificate in Supervisory Management and five years' experience at which three years should be at the supervisory level

Special Conditions Associated with the Job

- Rugged terrains
- Water-logged areas
- Fatigue from hours of plan examination
- Work beyond normal work schedule

Resources Managed

- Computers, printers, scanner
- Plans and data in the section
- Records of plans submitted for checking

Authority to:

- Effect change in employee role to deal with work flow
- Accept or rejects plans for final approval
- Recommend leave, transfers, acting appointments
- Give testimony in court on behalf of the Director of Surveys
- Approve quality control measures
- Correspond with customers
- Caution staff in terms of behavior and job 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.