



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

Plan Examiner (Vacant)

The successful candidate will report to the Assistant Chief Plan Examiner

Job Purpose:

To ensure that the Land Surveyors Act and Regulations and the relevant sections of the Land Titles Act are adhered to, in the processing of plans to be annexed to Certificates of Title.

Key Outputs:

- Plans examined (computing and comparison)
- Reports prepared to include RT plans
- Plans for Titles/Registration are examined
- Dual registration investigated and reported

Key Responsibilities:

- Examines pre-checked plans to ascertain compliance with the Land Surveyors Act and Regulations
- Examines digitally submitted pre-checked plans to ascertain compliance to the Land Surveyors Act and Regulations using Land Folio and Micro survey
- Investigates plans for dual registration on behalf of the Registrar of Titles
- Ensures that all plans and accompanying documents are kept clean and secured

Other Responsibilities

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

Performance Indicators

- Work plans reflect the proposed targets
- Adheres to procedures consistently

- Reports complete, accurate and submitted on time
- Plans for Titles/Registration are examined to a high standard

Required Competencies/Skills:

The post-holder should be able to demonstrate:

- Good interpersonal skills
- Good written and oral communication skills
- Good planning and organizing skills
- Good analytical skills
- Sound work ethics

Minimum Required Education and Experience

- Five (5) CSEC subjects including English Language, Mathematics and Geography
- Land Surveying Technician Certificate would be an asset

Special Conditions Associated with the Job

- Visual fatigue from long hours using computer and the examination of survey plans
- Sitting for long periods
- Tendon and muscles in arm due to repetitive computer use

Authority to:

- N/A

Remuneration Package:

-Salary Range (Level 4) - \$1,711,060.00 -\$2,301,185.00 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.