



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

Senior 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 Registration of Titles Act are adhered to in the processing of plans to be annexed to Certificates of Title.

Key Outputs:

- Work plans prepared
- Performance appraisals conducted
- Reports developed
- Plans/related documents secured
- Plans examined
- Rejected plans returned
- Technical advice given

Key Responsibilities:

Managing/Administrative Responsibilities

Gives support with the coordination of the work activities of the Comparison and Computing Units.

- Assists with the vetting of work done by staff
- Ensures that plans and related documents being used are cared for and secured
- Secures and maintains all plans and accompanying documents submitted for examination
- Preparing work plans for the Unit
- Prepares reports on the progress of work undertaken in the Unit
- Conducts performance appraisals in accordance with established guidelines.

- Ensures that policies and procedures are adhered to in the conduct of work.
- Makes limited contact with clients to explain rejection report(s) if necessary

Technical/Professional Responsibilities

- Examines pre-checked plans to ascertain compliance to 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 Microsurvey
- Examines Registered Title (RT) Plans to ensure compliance with the Registration of Titles Act
- Checks plans to determine whether the land is registered or unregistered
- Investigates dually registered properties on behalf of the Registrar of Titles
- Ensures that all plans delivered to the Unit and leaving it are recorded
- Verifies whether plans submitted for titles are dually registered
- Informs surveyor of the area surveyed
- Informs the Titles Office bout dual registrations
- Vets work done by staff, indicates errors and ensures that work is corrected
- Checks Strata plans for applications accuracy before titles are issued

Other Responsibilities

- Performs other related duties that may be assigned from time to time by the Manager
- Solves complex problems involving dual registrations.
- Assists in the successful completion of Expedition Plans in a timely manner
- Assists in imparting the knowledge of the work to junior staff members
- Uses alternative ways of carrying out the duties in times of extreme pressure to complete same.
- Can specialize in Registration of Titles (RT) comparison checks

Performance Indicators

- Performance appraisals are submitted on time with the appropriate recommendation
- Reports are accurate and submitted on time
- Accepted plans are copied and recorded within the time specified
- Rejected plans are returned in the time agreed
- Dual registration detected or clarified within the projected timeframe
- All documents entering and leaving the unit are accounted for through a maintained and current records system

Required Skills/Competencies:

The post-holder should be able to demonstrate:

- Excellent interpersonal skills
- Excellent planning, organising and problem solving skills
- Excellent knowledge of the Land Surveyors Act and Regulations
- Good written and oral communication skills
- Good analytical skills
- Ability to work in a team environment
- Sound work ethics

Minimum Required Qualifications and Experience

- Five (5) CSEC subjects including English Language, Mathematics and Geography
- Land Surveying Technician Certificate would be an asset with at least two (2) years' experience as a Plan Examiner

OR

A combination of relevant training certificates and at least five (5) years' experience as a Plan Examiner.

OR

A general knowledge of Parcel Data Management and Land Registration Systems and Surveying Software

Special Considerations Associated with the Job

- Visual fatigue from examination of documents/plans
- Long periods of sitting

Resources Managed

- Drawing equipment
- Plans, volumes
- Computer and database

Authority to:

- N/A

Remuneration Package:

-Salary Range (Level 5) - \$2,803,771.00 - \$3,770,760.00 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.