



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

## **Chief Surveyor Level 8 (Band 10)**

**(Vacant)**

The successful candidate will report to the **Manager, Cadastral Mapping**

### **Job Purpose:**

To ensure the efficient and satisfactory execution of field surveys and examination of map sheets for Cadastral Mapping and Land Titling Programmes.

### **Key Outputs:**

- Work plans developed
- Work schedules/activities organized
- Work policies and procedures implemented
- Performance appraisals conducted
- Clients survey requirements discussed
- Surveying contracts to private surveyors monitored
- Projects/assignments expedited
- Field operations monitored
- Cadastral maps/plans investigated, amended and completed
- Dual registrations investigated and reported
- Subdivision plans, pre-checked diagrams prepared
- Field audits completed
- Equipment tested and calibrated
- Investigation and field check reports developed
- Examination reports verified
- Cadastral maps rejected or recommended for approval
- Quality systems established
- Queries discussed
- Technical advice given
- Staff trained

### **Key Responsibility Areas:**

#### *Managing/Administrative Responsibilities*

- Plans and organizes work schedules/activities for the Branch
- Ensures employees comply with work policies and procedures
- Prepares reports on the progress of field surveys, draughting activities and examination of map sheets
- 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 Branch
- Assign cadastral map sheets to Cadastral Mapping survey personnel to conduct field checks
- Ensures that policies and procedures are adhered to
- Ensures care and security for all map sheets and accompanying documents within the Branch

#### *Technical/Professional Responsibilities*

- Consults with clients to ascertain details of their survey's requirements
- Monitors workflow of staff and defines work standards
- Monitors cadastral mapping surveys contracted to private surveyors
- Recommends specification and/or amendments to Acts/Regulations for technical operations
- Prepares Statutory Declarations of prescribed areas
- Carries out field audits to ensure that statutory survey requirements are maintained and representations on plans are evidenced on the ground
- Liaises with other divisions and government agencies for collecting information and collaboration in execution of assignments
- Surveys and or investigate dually registered properties on behalf of the Land Titles Division (LTD), Adjudication Services Division (ASD), Land Administration and Management Division (LAMAD), Estate Management Division (EMD) and Land Valuation Division (LVD)
- Directs and supervises the testing and calibration of new and used equipment
- Provides on-the-job training for subordinates and provides internship opportunities for student surveyors
- Controls the operations of field mapping to ensure execution of tasks
- Controls the map examination operation to ensure completion and thorough examination
- Gives technical and legal advice to clients and prospective customers
- Monitors the preparation of cadastral maps, subdivision plans and pre-checked diagrams
- Verifies cadastral maps comply with the Cadastral Mapping Guidelines and Land Surveyors Act and Regulations
- Assists in certifying cadastral maps that conforms to the Cadastral Mapping Guidelines and Land Surveyors Act and Regulations and rejects those in breach of the legal specifications
- Verifies report on field book pages checked and submit report to manager
- Ensures that map sheets are located in declared project areas
- Discusses cadastral map examination rejection reports with commissioned land surveyors, where necessary

#### *Other Responsibilities*

- Keeps abreast of trends and changes in surveying and recommends their application where appropriate

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

### **Performance Indicators**

- Professionalism and tact are exhibited in the execution of duties
- Policies and procedures are followed consistently
- Staff is competent and productive
- Performance appraisals submitted with appropriate recommendation by agreed deadline
- Survey related difficulties/problems are quickly resolved
- Reports are complete, accurate and submitted on time
- Surveys carried out within established procedures and completed in a timely manner
- Maps, subdivision plans, and pre-checked diagrams are completed in a timely manner
- Cadastral maps are examined in a timely manner
- Safety and quality standards are consistently observed in the execution of the work
- Tested and calibrated equipment is functioning efficiently
- Work plans reflect the projected targets
- Accepted map sheets satisfy the Cadastral Mapping Guidelines and Land Surveyors Act and Regulations and specified standards
- Accepted map sheets are copied and recorded
- Rejected map sheets are returned to surveyors within prescribed timeframe

### **Required Competencies:**

The post-holder should be able to demonstrate:

- Excellent interpersonal skills
- Excellent planning and organizing skills
- Excellent analytical and negotiation skills
- Competence in the use of CAD software and related computer applications
- Excellent knowledge of the relevant Acts/Regulations
- Excellent oral, written and presentation skills
- Ability to work in a team
- Sound work ethics

### **Minimum Required Education and Experience**

- Land Surveyors Commission
- Five (5) years post Commission working experience in Land Surveying
- A general knowledge of and Land Registration Systems and Surveying Software
- Certificate in Supervisory Management

### **Special Conditions Associated with the Job**

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

- Sitting for long periods and extended work hours
- Mental stress in meeting deadlines
- Physical strain from extended use of computer

**Resources Managed**

- Surveying equipment
- Computer & Software
- Field work vehicle on assignment
- Maps, plans and related documents
- Funds allocated for field work
- Computer database

**Authority to:**

- Recommend staff leave, transfers and promotions
- Recommend training
- Deploy staff
- Approve quality control measures
- Caution staff in respect of behavior and performance on the job
- Sign survey plans and declarations
- Prepare estimates of time and cost for field assignments

**Remuneration Package:**

-Salary Range (Level 8) - **\$6,333,301.00 - \$8,517,586.00 per annum**

**Surveyor**

**Vacant (5 posts)**

The successful candidate will report to the **Senior Surveyor in Cadastral**

**Job Purpose**

To carry out all surveys in accordance with the required standards and specifications

**Key Outputs**

- Objectives implemented
- Section's work planned
- Training conducted
- Reports developed
- Performance appraisals conducted
- Research conducted
- Surveys conducted
- Plans/charts developed

**Key Responsibility Areas:**

*Management/Administrative Responsibilities*

- Ensures that the junior officers and day labourers work is planned and executed according to objectives
- Hires and pays day labourers as necessary during field work
- Assists with performance appraisal in accordance with the Performance Management and Appraisal System guideline

#### *Technical /Professional Responsibilities*

- Investigates various agencies to locate background information needed for preparation of particular survey projects
- Selects relevant equipment and staff to carry out survey assignment
- Carries out survey in the various areas of the discipline, e.g. Cadastral, Topographic Surveys, Surveyors Reports and Statutory Declarations and Field Checks
- Assists with proposal presentation for the execution of survey projects
- Supervises the preparation of plans and drawings
- Reviews plans and computations prepared by subordinates
- Prepares technical reports and costs at completion of projects
- Assists with carrying out technical on-the-job training for staff in respect of field and office operations
- Prepares estimates and carries out pre-field investigation in relation to assignments.
- Keeps abreast of trends and changes in technology and techniques in carrying out tasks.
- Carries out rigorous computations in order to execute duties.

#### *Other Responsibilities*

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

#### **Performance Indicators**

- Staff is competent and productive
- Reports are accurate, complete and submitted in a timely manner
- Research findings are credible and support project preparation
- Surveys are executed within the time specified
- Plans and drawings are consistently completed within the timeframe
- Plans and drawings are at a consistently high quality

#### **Required Competencies**

The post-holder should be able to demonstrate:

- Excellence in interpersonal skills
- Excellence in oral and written communication
- Skills in planning, organizing and solving problems in surveying
- Excellence in reading and interpreting plans and specifications
- Skills in the use of instruments and equipment required for survey projects
- Working knowledge of relevant computer applications

#### **Minimum required Education and experience**

- B. Sc degree in Land Surveying
- Land Surveyor's Commission & Practicing Certificate

- Three (3) years post Commission working experience
- Working knowledge of Land Surveying Project Management
- CAD software

**Special Conditions Associated with the Job**

- Visual and physical fatigue from use of field surveying equipment
- Long periods of driving and walking
- Exposure to environmental hazards
- Exposure to harmful people, insects (ticks – Lime Disease)

**Resources Managed:**

- Surveying equipment
- Titles, plans and related documents

**Authority to:**

- Recommend payment of claims for subordinates
- Motor Truck (The agency's fleet vehicle)
- To pay casual labourers in the field
- Adjudicate property boundaries
- Enter upon any land for the purposes of gathering field data
- Remove and/or replace permanent marks for the purpose of boundary rectification

**Remuneration Package:**

-Salary Range (Level 6) - **\$3,501,526.00 - \$4,709,163.00 per annum**

**Assistant Surveyor (Geodetic) Level 5  
Vacant (3 posts)**

The successful candidate will report to the **Snr. Surveyor (Geodetic)/Snr. Hydrographic Surveyor, as assigned.**

**Job Purpose:**

Assist with the execution of surveys for establishment and maintenance of the Geodetic Control Network and the production of topographic plans and hydrographic smooth sheets.

**Key Outputs:**

- Pre-field research undertaken
- Field observations carried out
- Computations and data processing carried out
- Topographic plans and hydrographic sheets drafted
- Geodetic and photo-point controls descriptions drafted
- Surveying instruments and equipment maintained
- Technical and other related assignment reports prepared

**Key Responsibilities:**

### *Managing/Administrative Responsibilities*

- Coordinates the work of Field Assistants and labourers on field assignments

### *Technical/Professional Responsibilities*

- Carries out survey observations and measurements for topographic, geodetic and hydrographic surveys
- Records and processes data collected from observations
- Drafts topographic plans and hydrographic sheets from processed data
- Drafts geodetic and photo-point control descriptions
- Assists with maintenance of survey instruments and equipment in accordance with established safety guidelines
- Undertakes searches and investigations for information required in preparation for field assignments
- Assists with the preparation of expenditure and technical reports for assignments
- Conduct the checking of GNSS/EDM equipment against the National Calibration Network and the preparation of accuracy reports

### *Other Responsibilities*

- Keeps abreast of trends and changes in surveying
- Performs other related duties assigned from time to time by the Supervisor

### **Performance Indicators**

- Preparatory work for assignments are carried out within the established procedures
- Topographic and hydrographic plans and sheets are submitted in a timely manner to supervisor
- Data collected and processed on a timely basis
- Reports are accurate and submitted within agreed timeframe
- Drafts for geodetic and photo-point descriptions are done in accordance with standard practice
- Safety and quality standards are consistently observed in the execution of field work
- Instruments and equipment are maintained to established safety standard

### **Required Competencies/Skills:**

The post-holder should be able to demonstrate:

- Good interpersonal skills
- Good oral and written communication skills
- Sound time management skills
- Sound knowledge of Land Surveying observation techniques
- Excellent computation skills
- Competence in the use of related computer applications
- Sound Work Ethics

### **Required Qualifications/Experience/Requirements**

- BSc. Degree in Land Surveying or equivalent qualifications

**OR**

- Diploma in Land Surveying and two (2) years working experience in Land Surveying
- Seaman's Certificate of Nationality

**Special Conditions Associated with the Job**

- Exposure to unsafe/unhealthy environment, insects, fumes and hilly terrain or marine environment during field visits
- Long periods of walking or standing
- Extended periods of working with figures and drafting

**Resources Managed**

- Survey instruments and equipment
- Computer equipment

**Authority to:**

- Hire casual labour on field assignment.
- Make expenditure of funds as approved for field assignment

**Remuneration Package:**

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

**Map Data Compiler (Level 5)  
Vacant**

The successful candidate will report to the **Chief Map Data Compiler**

**Job Purpose:**

To create digital representation of each parcel of land processed by the Survey and Mapping Division for inclusion on the National Cadastre Map.

**Key Outputs**

- Searches for approved plans, titles, diagrams conducted
- Files for property created
- Angles computed and accuracy of notes checked
- Saved annotations entered
- Field data downloaded
- Coordinates extracted
- Individual reports produced

**Key Responsibility Areas**

- Conducts searches for approved plans, diagrams and titles with field notes data
- Creates digital plans, diagrams using COGO entry or other appropriate methods
- Mosaics/merge the various datasets for each plan/diagram drawn



- Carries out quality checks on work done by peers to ensure plans are graphically correct.
- Transforms mosaiced plans and diagrams from arbitrary coordinate system to national grid system
- Checks for and enter appropriate attribute data on compiled parcels
- Conducts spatial adjustment on compiled parcels to the national grid system as part of the work to complete the National Digital Cadastral Map.
- Assists with the continuous maintenance of COGO entered data
- Assists with carrying out coordinate extraction in response to requests
- Assists with creating custom representation of cadastral maps in response to requests.

*Other Responsibilities:*

- Performs other related duties assigned from time to time by the Chief Map Data Compiler

**Performance Indicators**

- Searches for approved plans are executed within the time agreed
- File for property is created and field notes entered in a timely manner
- Angles are accurately computed, and notes are consistently correct to stipulated regulations
- Coordinates are extracted in a timely manner
- Annotations are entered and submitted for checking on a timely basis

**Required Competencies:**

The post-holder should be able to demonstrate:

- Good judgment, decision making and problem solving
- Excellent interpersonal skills
- Excellent communication skills
- Ability to read hand written materials
- Competence in the use of computer aided designs software

**Minimum Required Education and Experience**

- Tertiary level Diploma in an Earth- related Science programme, or Associate Degree in Surveying and one (1) year related work experience  
or
- Certificate in Draughting and three (3) years related experience
- Training in computer aided designs (CAD)

**Special Conditions Associated with the Job**

- Long periods of sitting
- Long periods of concentration
- Intense use of Computer

**Resources Managed**

- Maps and related documents
- Database

**Authority to:**

- N/A

**Remuneration Package:**

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

**Senior Map Maintenance Technician  
Vacant**

The successful candidate will report to the **Supervisor, Map Maintenance**

**Job Purpose**

To maintain the cadastral index thereby supporting the daily work operation of Land Titles, Land Valuation and Estate Management Divisions by improving land information.

**Job Outputs**

- Digital cadastral index maintained
- Land Valuation Roll maintained
- Parcel Identifiers generated
- Enclosure Index maintained
- Land parcels identified
- Report developed

**Key Responsibilities**

- Utilizes the Parcel Data Management System (PDMS) or any other prescribed application to maintain and improve the digital cadastral index
- Facilitates the verification of case files received for accuracy prior to assignment for completion
- Maintains relation between spatial and attribute data of parcels
- Assists with the generation and assignment of Parcel Identifiers (PIDS) numbers in order to support the New Certificate of Titles and initial registration (applications and systematic land registration) processes
- Facilitates the Land Valuation Division case file maintenance by addressing those cases where a new valuation number, identification or verification of a land parcel is required
- Utilizes the Land Valuation System (LVS) to assign new valuation numbers to land parcels to support property taxation
- Assists in the process of identifying land parcels and provide land information to support internal and external clients through the use of prescribed applications and manual records
- Provides custom designed enclosure plans/maps via use of PDMS software to support Land Valuation Division
- Maintains digital enclosure index map

- Assists in the checking of the cadindex data for accuracy, consistency and completeness and makes corrections where necessary.
- Assists with the training of junior officers within unit as may be requested

#### *Other Responsibilities*

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

#### **Performance Indicators**

- Case files are vetted
- Valuation numbers are issued in a timely manner
- Cadastral Index is accurately maintained
- Land parcels are correctly identified
- Parcel Identifiers are generated within agreed timeframe
- Case files and PID requests completed in timely manner
- Custom designed enclosure plans/maps are consistently of high quality
- Work policies and procedures are adhered to
- Reports are complete, accurate and submitted on time

#### **Required Competencies**

The jobholder should be able to demonstrate

- Excellent interpersonal skills
- Excellent judgment
- Problem solving and decision-making skills
- Knowledge in Geographic Information System (GIS), Computer Aided Design (CAD) and related software

#### **Minimum Required Education and Experience**

- Diploma in an Earth- related Science program and two (2) years related experience
- or*
- Certificate in an Earth Related Science program or Drafting Technology and three (3) years related experience.
  - At least three (3) years' experience in the use of computer-based programmes particularly CAD and GIS

#### **Special Conditions Associated with the Job**

- Sedentary
- High level of concentration
- Visual fatigue due to extensive use of computer

#### **Resources Managed**

- Computer and database.

**Remuneration Package:**

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

**Map Maintenance Technician  
Vacant (2 posts)**

The successful candidate will report to the **Supervisor, Map Maintenance**

**Job Purpose**

To maintain the cadastral index thus improving information to support the daily operation of Land Titles, Estate Management and Land Valuation Divisions

**Job Outputs**

- Digital cadastral index maintained
- Land Valuation Roll maintained
- Parcel Identification Numbers generated
- Enclosure Index maintained
- Land parcels identified
- Individual report developed

**Key Responsibilities**

*Management/Administrative Responsibilities*

- Prepares reports on the progress of weekly work activities

*Technical/Professional Responsibilities*

- Assists with utilizing the Parcel Data Management System (PDMS) workflows or any other prescribed application to maintain and improve the digital cadastral index
- Assists in maintaining relationship between spatial and attribute data
- Utilizes prescribed application to generate Parcel Identifiers (PIDs) in support of new valuation and new titles (New CT, Applications and Systematic Registration) activities
- Assists in the Land Valuation Roll maintenance by addressing cases where new land valuation number, identification or verification of a land parcel is required
- Utilizes the Land Valuation System to assist in verifying and assigning new valuation numbers to land parcels to support property taxation
- Utilizes the PDMS or other prescribed application to assist in activating the status of parcels
- Assists in identifying land parcels and provides land information to support internal and external clients
- Assists with the provision of custom designed enclosure plans/maps to support Divisions in the Agency
- Assists in digitally maintaining the Enclosure Index map where necessary

*Other Responsibilities*

- Performs other related duties assigned from time to time by the Supervisor/Manager or Senior officer in unit

### **Performance Indicators**

- Cadastral Index is updated accurately
- Land parcels are correctly identified
- Parcel Identifiers are generated within agreed timeframe
- Custom designed enclosure plans/maps are consistently of high quality
- Work policies and procedures are adhered to
- Reports are complete, accurate and submitted on time

### **Required Competencies**

The jobholder should be able to demonstrate

- Good interpersonal skills
- Good judgment
- Problem solving and decision-making skills
- Knowledge in Geographic Information System (GIS) and related software

### **Required Education and Experience**

- Certificate in an Earth Related Science programme or Drafting Technology  
**or**
- Minimum of five CSEC subjects inclusive of Mathematics, English, and Technical Drawing
- Experience in the use of Auto-Cad and GIS applications will be an asset
- Experience in Mapping related activities

### **Special Conditions Associated with the Job**

- Sedentary
- High level of concentration so as to prevent mistakes when using the cadindex, etc

### **Resources Managed**

- N/A

### **Authority to:**

- N/A

### **Remuneration Package:**

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

## **Secretary Vacant**

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

### **Job Purpose**

To provide secretarial support to the Manager, Plan Examination and Certification for the efficient operation of the Branch.

### **Key Outputs**

- Telephone queries and correspondence processed
- Reports prepared
- Records system maintained
- Manager's Calendar of scheduled appointments maintained

### **Key Responsibilities:**

#### *Technical/ Professional Responsibilities*

- Processes incoming and outgoing correspondence
- Types and prepares correspondence, reports and other documents
- Establishes and maintains a records management system that allows for security and easy retrieval of documents/information
- Ensures that the filing system is properly maintained
- Sets and confirms appointments for the Supervisor advising of matters requiring prompt attention.
- Receives and makes telephone calls for the Supervisor
- Compiles monthly reports for Rejected Plans
- Compiles monthly report for RT Plans (application & miscellaneous)
- Answers inbound calls from surveyors; to provide reasons for rejection.
- Prepares rejection report notice for Theodolite plans.
- Emails rejected plan report sheets to surveyors.
- Dispatches surveyor plans in the correspondence box.
- Retrieves, photocopies and delivers rejected plan report notice to internal and external customers.
- Organizes and refiles documents.
- Records new RT plans from Titles office (application)
- Records new RT plans from Titles office (New CT), for checking
- Records checked RT plans from comparator upon Manager's signing approval.
- Dispatches checked RT plans to Titles office.
- Prepares memoranda.
- Assists the Senior Secretary

#### *Other Responsibilities*

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

### **Performance Indicators**

- Telephone queries promptly addressed
- Correspondence is treated with urgency and in a safe manner
- Reports and correspondence are accurate and completed in the time specified
- Records system is effectively maintained, user friendly and safe
- Confidentiality and integrity are maintained in the execution of duties.
- Stipulated deadlines and quality standards are consistently met.
- Engagements for the Manager are accurately logged, and reminders provided to facilitate effective preparation.
- Harmonious relations are maintained with staff members and external contacts.
- Confidential files are maintained.
- Agency policies and procedures are adhered to

### **Required Competencies/Skills**

The post-holder should be able to demonstrate:

- Good interpersonal and communication skills
- High level of confidentiality
- Sound time management and organizing skills
- Proficiency in the use of relevant computer applications
- Excellent Typewriting/word processing speed of at least 30 wpm
- Good note taking skills would be an asset.
- Sound work ethics

### **Minimum Required Qualifications and Experience**

- 4 CSEC including English Language plus Typewriting at 30 - 45 wpm
- Graduated from an accredited Secretarial School
- One (1) year related job experience would be an asset

### **Special Conditions Associated with the Job**

- Sedentary work, sitting most of the time

### **Resources Managed**

- Computer/database (electronic and manual)

### **Authority to:**

- Process incoming correspondence

### **Remuneration Package:**

-Salary Range (Level 3) - **\$1,439,455.00 - \$1,935,907.00 per annum**

**Survey Draughtsman (Plan Examination and Certification  
Branch-PECB)  
Vacant**

The successful candidate will report to the **Chief Survey Draughtsman (PECB)**

**Job Purpose:**

To prepare Survey Plans and Cadastral Maps in accordance with the Land Surveyors Regulations and the guidelines for Executing Cadastral Mapping in Jamaica, to facilitate the timely issuing of Land Titles with Survey Plans and Map Annexed.

**Key Outputs:**

- Annex plans from survey diagrams, survey subdivision plans and cadmap sheets.
- Scrutinize plans for errors in order to stop the titling process in order to fix errors

**Key Responsibilities:**

- Carries out searches in Land Titles Division's Records Office and in the Surveys and Mapping Division's Document Centre to secure the relevant information to complete plans
- Makes recommendations for additional information/data to complete plans
- Makes plots from field notes on sub-division or other complex plans
- Prepares fair drawn diagrams for annexation to Certificates of Title
- Assists trainees with practical exercises in Draughting
- Resolves technical problems relating to plan preparation and diagrams relating to the annexation of Certificates of Title
- Ensures that completed plans are copied to established standards
- Reports on activities assigned
- Ensures that survey plans are done to the correct standard and make recommendations where necessary

*Other Responsibilities*

- Performs other related duties assigned from time to time by the Surveyor/ Senior Survey Draughtsman.

**Performance Indicators**

- Work is designed to meet established standards and targets
- Provide Supervisor with a tally of the number of monthly plans annexed
- Confidentiality is displayed in the conduct of duties
- Annexed Plans are done to specification
- Annexed Plans are prepared for Land Titles Division within the time frame agreed
- Scrutinize plans for errors in keeping with Land Surveyors Regulations



**Required Competencies/Skills:**

The post-holder should be able to demonstrate:

- Good interpersonal skills
- Ability to communicate at all levels
- Problem solving skills
- Excellent penmanship skills
- Sound Work Ethics
- Good judgement
- Use of MicroSurvey and related software

**Minimum Required Qualifications and Experience**

- 5 CSEC subjects inclusive of English Language, Mathematics, and a technical subject
- Technical Drawing would be an advantage.
- At least one (1) year experience using CAD and other relevant survey software would be an advantage

**Special Conditions Associated with the Job**

- High level of mental demand to meet deadlines

**Resources Managed**

- Draughting instruments
- Land Title documents

**Authority to:**

- N/A

**Remuneration Package:**

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

## **Survey Draughtsman (Cadastral Survey) Vacant**

The successful candidate will report to the **Senior Survey Draughtsman (Cadastral Mapping & Cadastral Survey)**

### **Job Purpose:**

To prepare Annexed Plans in accordance with the Land Surveys Regulations to facilitate the timely issuing of Land Titles with Survey Plans Annexed.

### **Key Outputs:**

- Search for information/data effected
- Recommendations made
- Annexed Plans made from survey diagrams or survey subdivision plans.
- Fair drawn diagram prepared
- Draughting trainees assisted
- Technical problems solved
- Reports prepared

### **Key Responsibility Areas:**

- Carries out searches in Titles records office and in Surveys and Mapping Division Record to secure the relevant information to complete plans
- Makes recommendations for additional information/data to complete plans
- Makes plots from field notes on sub-division or other complex plans
- Prepares Cadastral Maps and Plans
- Prepares Sub-division plans
- Prepares Topographical plans
- Prepares Surveyors Report
- Makes amendments to plans under the supervision the Senior Survey Draughtsman
- Prepares fair drawn diagrams for annexation to Certificates of Titles
- Assists trainees with practical exercises in Draughting
- Resolves technical problems relating to plan preparation and diagrams relating to the annexation of Certificates of Titles
- Ensures that completed plans are copied to established standards
- Reports on activities assigned

### *Other Responsibilities*

- Performs other related duties assigned from time to time by the Manager/ Senior Survey Draughtsman.

### **Performance Indicators**

- Work is designed to meet established standards and targets
- Reports are complete, accurate and submitted on time
- Confidentiality is displayed in the conduct of duties
- Technical problems are dealt with within the time agreed

- Annexed Plans are done to specification
- Annexed Plans are prepared for Land Titles Division within the time frame agreed

**Required Competencies:**

The post-holder should be able to demonstrate:

- Excellent interpersonal skills
- Ability to communicate at all levels
- Problem solving skills
- Excellent penmanship skills
- Proficient in using CAD software

**Minimum Required Education and Experience**

- 5 CSEC subjects inclusive of English Language, Mathematics, and a technical subject
- Technical Drawing would be an advantage.
- At least one (1) year experience using CAD and other relevant survey software would be an advantage

**Special Conditions Associated with the Job**

- High level of mental demand to meet deadlines
- The draughtsman should have basic knowledge in Stencilling and the ability to write free hand calligraphy.
- The draughtsman should have basic knowledge to plot from Surveyor's Field Book.

**Resources Managed**

- Draughting instruments
- Land Title documents and maps

**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 **August 16 ,2024** to [jobapplications@nla.gov.jm](mailto:jobapplications@nla.gov.jm) for the attention of:

**Director, Human Resource Management & Development  
National Land Agency  
8 Ardenne Road  
Kingston 10**

**We appreciate all responses, but only shortlisted applicants will be contacted.**