

Applications are invited from suitably qualified candidates to fill the following position within the **Surveys and Mapping Division**, at the National Land Agency.

Senior Director, Surveys and Mapping (Contract)

The successful candidate will report to the Chief Executive Officer.

Job Purpose

To ensure that surveys and mapping are done in accordance with the provisions of the Land Surveyors Act and in support of the Registration of Titles Act and Registration of Titles Cadastral Mapping and Tenure Clarification (Special Provisions) Act ("SPA") while allowing for customer satisfaction.

Key Outputs

- Objectives defined and communicated
- Corporate Divisional Plan and budget developed
- Competent staff hired
- Employees well trained
- Performance Reviews conducted
- Operational strategies monitored
- Work plan and Divisional reports submitted on a timely basis
- Survey plans checked and certified
- Survey and mapping issues arbitrated
- Cadastral maps completed and certified
- Hydrographic surveys delivered
- Acts and regulations enforced
- Land Surveyors Board chaired

Key Responsibilities:

Management/Administrative Responsibilities

- Provides leadership through adherence to professional conduct, setting objectives, working in team and monitoring
- Participates in the formulation of policies, Corporate Plan and budget to support the Agency's mandate
- Recommend and execute the new strategic direction of the Surveys and Mapping Division (SMD) in accordance with the Agency's new land titling mandate
- Develops budget and Corporate Divisional Plan and ensures plan is implemented within budget
- Allocates human and financial resources to meet operational needs
- Monitors and evaluates operational results of the Division and effects corrective action where necessary
- Creates and maintains a work environment that promotes commitment to tasks, motivation and productivity
- Exercises prudent management over financial and physical resources
- Ensures all relevant information is communicated to the staff
- Ensures the conduct of performance reviews
- Participates in the selection of staff for the Agency
- Prepares and submits Divisional reports to the Chief Executive Officer
- Evaluates operational results against objectives and takes corrective action where necessary
- Ensures training and development needs are identified and steps taken to address them
- Ensures the conduct of performance reviews in accordance with PMAS guidelines
- Ensures that staff is informed in respect of Agency and Divisional matters
- Liaises with managerial staff regarding policy direction and technical guidance
- Establishes and maintains relevant external relationships to ensure that the Agency is current in its operation, products and services

Technical/Professional Responsibilities

- Surveys and maps Government lands on behalf of the Commissioner of Lands, Ministries, Departments and Agencies.
- Ensures plans are in accordance with the Land Surveyors Act and Regulations, Registration of Titles Act and Special Provisions Act
- Chairs the Land Surveyors Board and Place Names Committee to assess implementation of the Land Surveyors Act, and authenticating and standardizing place and feature names respectively
- Arbitrates surveying issues referred to the Senior Director, Surveys and Mapping
- Approves survey plans and cadastral maps for Registration of Title
- Ensures that topographic and hydrographic mapping are carried out in accordance with approved standards
- Ensures compliance with project requirements, Land Surveyors and Registration of Titles Acts by giving technical supervision to contractors' cadastral activities under the Special Provisions Act
- Provides information and advice to the CEO and Directors on technical matters.
- Participates in the selection of staff for the Agency/Division
- Participates in Business Process Improvement review of the Agency's operations
- Chairs the Survey Education Advisory Committee at the University of Technology
- Attends local and international conferences on behalf of the Agency
- Represents Jamaica on the United Nations Group of Experts on Geographical Names

Other Responsibilities

- Performs other related duties assigned from time to time by the Chief Executive Officer.

Performance Indicators

- Confidentiality, integrity and dependability are demonstrated in the conduct of duties
- Staff is competent, motivated and productive
- Reports are complete, accurate and submitted within the time specified
- Performance reviews are submitted within agreed timeline
- Business plan is implemented on schedule
- Operational results are evaluated against objectives
- Critical information is communicated accurately and timely to relevant persons
- Employees show a strong sense of identity and commitment towards the Division and appreciate corporate values in their day to day work
- The Division is staffed adequately with competent and motivated and productive employees
- Corporate Plan is implemented within established guidelines and on schedule
- Established objectives are constantly achieved
- All plans and reports are accurate and submitted within agreed timelines
- Operational results are evaluated and steps taken to improve work processes
- Matters referred to the Division are resolved speedily and outside of the courts
- Information shared with senior management is accurate
- All mapping is executed within agreed time
- Legal guidelines are consistently adhered to in respect of surveys and mapping
- Customers are satisfied with both products and services

Required Skills/Competencies

The post-holder should be able to demonstrate:

- Excellent leadership and management skills
- Excellent analytical and problem solving skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Good knowledge of human resource management principles
- Good knowledge of the principles and processes of financial management
- Proficiency in the use of relevant computer applications
- In-depth knowledge and understanding of corporate planning and its strategic contribution to management processes
- Ability to prioritise amongst conflicting demands and make decisions
- Public relations experience
- An ability to lead and work in teams

- Expert knowledge of the Land Surveyors Act
- Strong working knowledge of the Registration of Titles Act
- General knowledge of Land Surveying and CAD software

Minimum Required Qualifications and Experience

- Land Surveyors Commission plus Land Surveyor's Practising Certificate
- Ten (10) years post-commission working experience with a minimum of five (5) years in a managerial position.
- Public Sector Senior Management Training would be an asset

Remuneration Package:

- Salary : \$9,401,821.00 - 12,644,404.00 p.a.

A letter of Application accompanied by a *Résumé* should be submitted no later than **October 11, 2024** to jobapplications@nla.gov.jm for the attention of:

**The Director, Human Resource Management & Development
National Land Agency
35 Hope Road
Kingston 10.**

We appreciate all responses, but only short-listed applicants will be contacted.