



## National Land Agency

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### Memorandum

**To:** All Members of Staff

**From:** Donna-Marie Madourie- Brown (Mrs.)  
Director, Human Resource Management & Development

**Date:** September 23, 2024

**Subject:** **CAREER OPPORTUNITY – Land Valuation Division**

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Applications are invited from suitably qualified candidates to fill the following vacant positions within the **Land Valuation Division** in **National Land Agency**.

## Senior Valuation Surveyor

- North East Region (2 Posts)
- South East Region (3 Posts)

*The successful candidate will report to the Manager/Deputy Commissioner, Land Valuation.*

### **Job Purpose**

- Assist in the maintenance of the Valuation Roll and undertakes the valuation of properties as requested by other ministries, departments, and agencies.

### **Key Outputs**

- Work plans developed and implemented for parish supervised and for direct reports
- Tasks delegated
- Performance appraisals conducted
- 'On the Job' training effected
- Reports submitted
- Valuation Reports submitted
- Valuation Roll amendments approved
- Projects completed
- Customers' needs addressed
- Market research , sales and other data analysis undertaken
- Sales and other data compiled

### **Key Responsibilities**

#### *Supervisory/Administrative Responsibilities*

- Provides leadership through example and the sharing of knowledge and skills
- Assists with the preparation of the Region's operational plans
- Assists with the implementation of objectives and assesses results
- Delegates tasks to employees and monitors their progress
- Conducts performance appraisal within the established guidelines
- Attends internal/external meetings and liaises with key personnel
- Prepares reports on assigned activities
- Approves amendments and inclusions to the Valuation Roll

### *Technical/Professional Responsibilities*

- Undertakes valuations as assigned (specialized and/or high value valuations) in accordance with International Valuation Standards
- Organises and monitors the work flow of parish and / or area of responsibility that s/he supervises
- Undertakes re-valuation of parish under the Re-valuation Programme by preparing workplan and Valuation Standards
  
- Checks correspondence and assign to officer for execution.
- Checks and approves amendments on behalf of the Commissioner.
- Keeps abreast of trends and development in the property market through research and consultation
- Compiles sales and other relevant data for use in the valuation of properties and assign properties for inspection as determined.
- Assists with technical training of field officers

### *Other Responsibilities*

- Performs other related duties assigned from time to time by the Manager/Senior Director
- Performance Indicators
- Professionalism, integrity and tact are exhibited in the execution of duties
- Market data is current and analysis 'sound'
- Staff is competent, motivated and productive
- Performance appraisals submitted within the time specified
- Reports are complete, accurate and submitted within the time agreed
- Cases assigned are completed within the time specified
- Outputs are constantly monitored with the view to improve productivity of assigned staff

### **Required Competencies**

The job-holder will be able to demonstrate

- Good interpersonal skills
- Good judgment
- Good Problem solving and decision making skills
- Good oral and written communication skills
- Sound knowledge in the statutes and regulations which relates to Land including the Land Valuation Act and the Land Taxation Relief Act in Jamaica
- Competent in the use of word processing and spreadsheet software

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

- BSc degree in Estate Management or equivalent degree with Valuation as core modules, or Diploma in Surveying (General Practice Division)
- At least five years' post degree experience in property valuations.
- Certificate in Supervisory management
- Full Member of Royal Institution of Chartered Surveyors (Valuation Sector Pathway)

### **Remuneration Package:**

Salary: Range: \$4,266,270.00- \$5,737,659.00 per annum

# Valuation Surveyor

South Region ( 1 post )  
North East Region ( 2 posts)  
South East Region ( 3 posts)

*The successful candidate will report to the Senior Valuation Surveyor /Manager/Deputy Commissioner, Land Valuation*

## **Job Purpose:**

To provide assistance in the maintenance of the Valuation Roll and to support an effective government tax system.

## **Key Outputs:**

- Maintenance casefiles are prepared and submitted to Supervisor
- Properties measured/inspected/investigated
- Property and market research conducted
- Comparable sale/rental data classified and analysed
- Valuation Standards (to new valuations) applied
- Referencing exercises conducted; that is reconfigure land valuation parcel and submit for updates to the Land Valuation Cadastral Index Map
- Land owners and any other relevant persons interviewed
- Report compiled and actions recommended in respect of land valuation parcels
- Valuations undertaken and reports submitted for vetting
- Work assigned is completed within the specified time.
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## *Technical/Professional Responsibilities*

- Analyses customers' needs and takes appropriate action
- Verifies brief, and undertakes valuations accordingly – inspects property, measure building/s, prepares floor plans, prepares site plan, analyses comparables and apply values to subject
- Complete valuations as assigned within the time specified and to International Valuation Standards
- Create and maintain a Land Sales database for the Re-valuation Programme
- Inspects properties for Valuation Roll Maintenance, compiles reports on inspection and submits reports to Supervisor
- Collates property sales information and populates land valuation database
- Processes LAMD, ASD, Geoland, Objections and Land Taxation Relief cases as assigned
- Prepares Re-valuation standards for review
- Undertakes valuations of moderate to high complexity for agricultural, commercial, residential, and industrial properties, as assigned.

## *Other Responsibilities*

- Participates in team efforts to achieve Divisional and Agency goals
- Performs other related duties assigned from time to time by the Manager/Senior Director
- Keeps abreast of local, academic and professional trends through research and participation in seminars and related events

## **Required Competencies/Skills:**

The post-holder will be able to demonstrate:

- Excellent interpersonal skills
- Excellent judgment
- Excellent oral and written communication skills
- Good problem solving and decision making skills
- Ability to work in a team
- Sound work ethics

- Sound knowledge in the statutes and regulations which relates to Land including the Land Valuation Act, Registration of Titles Act, Property Tax Act and the Land Taxation Relief Act in Jamaica
- Competent in the use of word processing, spread sheets and other relevant software
- Ability to read and interpret engineering and architectural plans, and the Land Valuation Cadastral Index Map
- Working knowledge of International Valuation Standards and Measurement Standards

**Minimum Required Qualification and Experience**

- BSc. degree in Estate Management with Valuation as core modules, or equivalent or Diploma in Surveying (General Practice Division). Persons with non-cognate degrees who are full members of the Royal Institute of Chartered Surveyors, and are Chartered Valuation Surveyors, may be considered.
- A minimum of one (1) years' experience in the field of property valuations or property management

**Remuneration Package:**

Salary: Range: \$ 3,501,526.00 - \$ 4,709,163.00 per annum

## Valuer

- South Region (4 posts)
- North East Region (2 posts)
- South East Region (5 posts)
- West Region (1 post)

*The successful candidate will report to the Senior Valuation Surveyor.*

**Job Purpose**

Assist with the maintenance of the Valuation Roll and undertakes the valuation of properties as requested by other ministries, departments, and agencies.

**Key Outputs**

- Maintenance casefiles are prepared and submitted to Supervisor
- Properties measured/inspected/investigated
- Property and market research conducted
- Comparable sale/rental data classified and analysed
- Valuation Standards (to new valuations) applied
- Referencing exercises conducted; that is reconfigure land valuation parcel and submit for updates to the Land Valuation Cadastral Index Map
- Land owners and any other relevant persons interviewed
- Report compiled and actions recommended in respect of land valuation parcels
- Valuations undertaken and reports submitted for vetting
- Work assigned is completed within the specified time.

**Key Responsibilities:**

Technical/Professional Responsibilities

- Conducts inspections of property including the measurements of buildings and other structures
- Conducts property and market related research
- Undertakes classification and analysis of comparable sale/rental data
- Undertakes amendments to the Valuation Roll as assigned
- Applies Valuation Standards to new valuations created

- Conducts field inspections to positively identify properties and to investigate ownership/possessory interests
- Conducts referencing exercises through field investigations to improve the accuracy of the Cadastral Index Map
- Conducts inspection of property to determine special features, physical characteristics, use and production levels etc.
- Compiles report on findings
- Undertakes the inspection, coding and classification of properties
- Conducts area analyses and market related surveys
- Compiles and analyses sales data
- APPLIES valuation standards as directed.
- Processes LAMD, GEOLAND, AND ASDcases as assigned

### **Other Responsibilities**

- Collates sale information and populates land valuation database;
- Participates in team efforts to achieve Divisional and Agency goals;
- Performs other related duties assigned from time to time by the Senior Director

### **Required Skills/Competencies**

The post-holder will be able to demonstrate:

- Good interpersonal skills
- Good oral and written communication skills
- Ability in interviewing
- Ability to work in a team
- Sound work ethics
- Problem solving and analytical skills
- Problem solving and decision making skills
- Knowledge of the statutes and regulations relating to Land including the Land Valuation Act and the Land Taxation Relief Act of Jamaica
- Proficiency in MS Word and MS Excel
- Ability to read and interpret engineering and architectural plans , and the Land Valuation Cadastral Index Map

### **Minimum Required Qualifications**

- Diploma Land Economy and Valuation Surveying, or similar qualification, with a minimum of five (5) years post diploma experience working in the field of valuations.
- or
- B.Sc Real Estate Management and Valuation or a similar qualification with Valuation as core modules.

### **Remuneration Package:**

Salary: Range: \$2,803,771.00- \$3,770,760.00 per annum

# Valuation Assistant

- North East Region (1 Post)
- South East Region (1 Post)

*The successful candidate will report to the Senior Valuation Surveyor.*

## **Job Purpose:**

- To prepares amendments to case files and also technical and clerical assistance to Valuers.

## **Key Outputs**

- Valuation Roll amendments prepared for review
- Field investigations conducted
- Informational research on Land Titles conducted
- Land parcels inspected and physical characteristics updated in the Land Valuation database
- Information/data for mapping processes submitted

## **Key Responsibility Areas**

- Checks information in file against Valuation Roll and completes Action/Data sheets.
- Conducts field investigations (interviews with purchaser, vendor/ neighbour, etc) to collect needed information (on properties).
- Assembles files and submit to supervisor for action.
- Conducts searches of registered titles to verify/determine title information (volume and folio numbers, last transfer and date, considerations etc) and submits information to supervisor.
- Inspects and records physical characteristics (street names and numbers, physical terrain, services in the area) of parcels on ground. and enters information in Land Valuation Database
- Records and submits field/property information to the Mapping section for processing.

### Other Responsibilities

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

## **Required Competencies:**

The post-holder will be able to demonstrate:

- Good interpersonal skills
- Good oral and written communication skills
- Good time management skills
- Good team player
- Competence in the use of related computer applications

## **Minimum Required Education and Experience**

- Five CXC/GCE O 'level subjects including Mathematics and English Language and Geography or a science based subject
- Certificate in a technical vocational field would be as asset

## **Remuneration Package:**

Salary: Range: \$1,711,060.00- \$2,301,185.00 per annum

# Records Officer

-Valuation Roll (1 post)

*The successful candidate will report to the Valuation Roll Supervisor*

## **Job Purpose:**

To support the Valuation Roll Unit by ensuring that files and documents are in order and provide file management support in the Land Valuation Division.

## **Key Outputs:**

- Response Forms/Letters logged on LVS
- Response Forms/Letters sorted and enclosed for posting
- Registered Notices of Valuation for posting
- Monitors and dispatches uncollected Mail

## **Key Responsibility Areas:**

- Logs all advices on Amendment to the Valuation Roll/Letters
- Prepares and sorts response forms and place in envelopes for posting
- Records registered mail in the assigned book for posting
- Records, sorts and dispatches returned mail.
- Assists the Senior Secretary with other administrative duties.

## **Other Responsibilities**

- Performs other related duties assigned from time to time by the Valuation Roll Supervisor or the Administrator Valuation Roll Services.

## **Required Competencies/Skills:**

The post-holder will be able to demonstrate:

- Good communication skills
- Good interpersonal skills
- Basic knowledge of records management
- Competence in the use of relevant computer applications
- Effective organizational skills

## **Required Qualifications Experience**

- 5 CXC/GCE 'O' Level subjects including English Language and Mathematics
- One year's related working experience

## **Remuneration Package:**

Salary: Range: \$ 1,439,455.00- \$1,935,907.00 per annum

A letter of Application accompanied by a *Résumé* should be submitted no later than **October 11, 2024** to [jobapplications@nla.gov.jm](mailto: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.**