




Memorandum

To: All Members of Staff

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

Date: February 7, 2024

Subject: **CAREER OPPORTUNITY – CORPORATE LEGAL SERVICES DIVISION**

Applications are invited from suitably qualified candidates to fill the following position within the **CORPORATE LEGAL SERVICES DIVISION**, at the National Land Agency.

LEGAL OFFICER 3

NROCC PROJECT
(MARCH 1, 2024 – OCTOBER 2, 2025)

This position reports to the Senior Director, Corporate Legal Services.

Job Purpose

Under the general direction of the Senior Director, Corporate Legal Services, the incumbent provides legal services for the Projects undertaken by NROCC.

Key Responsibilities:

- Prepare Notices under the Land Acquisition Act and ensure that all processes under the Act are complied with.
- Prepare and Vet, Agreements for Sale, Instruments of Transfers and all other documents for the acquisition of land under the project.
- Attend hearings under the Land Acquisition Act and provide advice to the Commissioner of Lands in respect of the hearings.
- Attend meetings with purchasers and provide legal advice to NROCC in respect of the acquisition of lands under the project
- Prepares applications for the Administration of estates where

Other Responsibilities

- Conduct Legal research.
- Give general legal advice to members of the public.
- Provide legal assistance and vets the work of paralegal officers.
- Provide legal opinions to the Commissioner of Lands, Senior Director and officers of NROCC on legal issues related to the acquisition of land for the project
- Participate in team efforts to achieve departmental and Agency goals.
- Keep abreast of legal trends and issues pertinent to Land administration and other related disciplines.
- Performs other related duties that may from time to time be assigned

Required Skills/ Competencies

The post-holder should be able to demonstrate:

- Preparation of documents are done within legal and Agency guidelines and regulations.

- Opinions are feasible and legally sound.
- Accuracy and attention to details is consistently demonstrated.
- Positive business relations exist with employees and clients.
- Confidentiality and tact are displayed in the conduct of duties
- Stipulated deadlines and quality standards are consistently met.
- Hand/finger coordination for use of the computer
- Sedentary work, sitting most of the time
- Visual fatigue from reading technical and voluminous documents
- Good Interpersonal Skills
- Sound knowledge of Conveyancing and laws and statutes relating to land administration.
- Sound judgment, decision making and problem solving skills.
- Excellent oral and written communication skills

Work Environment

- Typical office environment
- Frequent exposure to dust from working with old files.

Minimum Required Qualifications and Experience:

- LLB degree and Certificate in Legal Education
- Three (3) years experience dealing with conveyancing and registration.
- Certificate in Supervisory Management.

Remuneration: \$ 5,597,715.00 p.a.

A letter of Application accompanied by a Résumé should be submitted no later than **February 23, 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.](#)