



Applications are invited from suitably qualified candidates to fill the following positions within the **Land Titles Division**, at the National Land Agency.

## **1. LEGAL OFFICER 2**

*The successful candidate will report to the Manager, Legal Application/Senior Deputy Registrar of Titles*

### **Job Purpose:**

Under the general direction of the Registrar of Titles executes the statutory requirements as set out in the Registration of Titles Act, the Registration of (Strata Titles) Act, the Regulations made thereunder and any other relevant legislation.

### **Key Responsibilities:**

- Reviews and registers documents submitted (Transfers, Mortgages etc.) to ensure that they meet legal and other requirements.
- Reviews documents to ensure: formal and legal validity, accuracy of intent, legal correctness of endorsement.
- Evaluate Lost Title/Dispensation Applications submitted for registration by Attorneys and lay persons and institute appropriate action.
- Prepare Lost Title/Dispensation Notices for provisionally approved Applications.
- Evaluate First Registration/Adverse Possession Applications to determine compliance with the relevant policies and procedures.
- Conduct thorough caveat searches before registering dealings (Transfers, Mortgages etc.) that affect interest in land.
- Withdraw Caveats against dealings on certificates of Title to determine their legal soundness and institute appropriate action.
- Review Notice to Warn Caveator and accompanying dealings before issuing Notice to Caveator.
- Lapsing Caveats.
- Evaluates Powers of Attorney and Revocation of Powers of Attorney and institute appropriate action.
- Formulates requisitions rejecting instruments, Powers of Attorney.
- Certifies (sign) the registration of instruments and dealings on Certificates of Title.
- Authenticates the registration of instruments and dealings on Certificates of Titles.
- Provides technical support to staff in the Branch and other Branches as required.
- Provides legal advice to clients and the general public in connection with land registration and related matters.
- Researches/investigates enquiries from internal and external clients and provides appropriate response.
- Participates in team efforts to achieve departmental and company goals.
- Liaises with government and other agencies for the provision/retrieval of information related to the land registration and related matters.
- Keeps abreast of legal trends and issues pertinent to Land registration and other related disciplines.
- Assists with public education/outreach programmes conducted by the Agency.
- Prepares and submits reports to the Registrar of Titles as requested.
- Processes expedition and express requests to ensure speedy completion.
- Signs all amendments and/or corrections made to the Certificate of Title.
- Attends Courts for the purpose of giving expert evidence and tendering documents in evidence on behalf of the Division as required.
- Prepare witness statements (Police Reports etc.) upon request by the Registrar.

### *Other Responsibilities*

- Prepare and make presentations in relation to the Registration of Titles Act and other related legislation (e.g., Land Conveyancing Workshop).
- Assist with public education/outreach programmes conducted by the Agency.

Performs other related duties that may from time to time be assigned by the Supervisor.

### **Required Skills/Competencies**

The post-holder should be able to demonstrate:

- Excellent knowledge of the Registration of Titles Act and Regulations thereto.
- Knowledge of Laws related to land registration such as Registration of (Strata Titles) Act, Stamp Duty Act, Transfer Tax Act, Companies Act. Etc.
- Excellent time management skills and the ability to work well under pressure and with demanding deadlines
- Ability to work well in a team environment
- Good Analytical skills
- Excellent oral and written communication skills.
- Excellent research skills
- Excellent interpersonal skills
- Excellent judgment and problem solving skills.
- Ability to effectively function in a team environment
- Ability to work quickly and under pressure to meet deadlines
- High levels of integrity, professionalism, ethics and ability to keep confidentiality

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

- Be an Attorney-at-law, qualified to practice in Jamaica;
- Have working knowledge of the Registration of Titles Act and other legislation impacting on land registration.

Two (2) years working experience would be an asset

### **Remuneration Package:**

- Salary Range: \$4,266,270.00 - \$5,737,659.00 p.a.

## **2. CUSTOMER SERVICE OFFICER**

*The successful candidate will report to the Customer Service Supervisor*

### **Job Purpose:**

Provides assistance to customers transacting business in the Agency and disseminates information to customers and the general public on the services and products provided by the Agency.

### **Key Responsibilities:**

- Provides assistance to customers using the internet-based services
- Ensures that out-going correspondences meets Agency's standards
- Informs and explains to customers the products and services of the Agency
- Receives and routes incoming calls to relevant personnel
- Facilitates general and specific search requests for clients
- Assists with data updating to aid the development of monthly reports
- Provide mapping data to customers in a physical or spatial format
- Facilitate the provision of customized data to clients
- Assist with the provision of sales targets related to mapping solutions
- Facilitate the provision of eLand Jamaica and iMap Jamaica data to clients
- Promote all products and services to clients

### *Other Responsibilities*

- Assists with public education/outreach programmes conducted by the Agency
- Performs other related duties assigned from time to time by the Supervisor

### **Required Competencies:**

The post-holder should be able to demonstrate:

- Tact
- Initiative
- Excellent interpersonal skills
- Good planning, organizing and problem solving skills
- Competence in the use of word processing spread sheet and other relevant software.
- Good oral and written communication skills
- Ability to work effectively in high stressed environment

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

- Certificate in Business Administration/Paralegal Studies or Communication or related field
- Five (5) CXC/GCE O'Level subjects including English Language and a numeric subject
- Two (2) years related working experience
- Sound knowledge of the products and services of the Agency
- Sound Knowledge of Land Valuation Roll, G.I.S. and Conveyancing

**Remuneration Package:**

Salary Range: \$1,711,060.00 - \$2,301,185.00 p.a.

### **3. APPLICATION OFFICER**

*The successful candidate will report to the Paralegal Specialist, Legal Services Unit*

**Job Purpose:**

To ensure Applications to bring land under The Registration of Titles Act/Adverse Possession Applications and supporting documents comply with the procedural requirements under the Registration of Titles Act, and the Registration of Titles Cadastral Mapping and Tenure Clarification (Special Provisions) Act.

**Key Responsibilities:**

- Checks and verifies that all requisite documents submitted for Applications to Bring Land under the Registration of Titles Act/Adverse Possession are attached
- Assesses and verifies that accurate fees under the Registration of Titles Act /The Registration of Titles Cadastral Mapping and Tenure Clarification (Special Provisions) Act are paid, for each Application lodged
- Checks advertisements to verify that proper procedure followed
- Assesses and verifies that accurate final fees under the Registration of Titles Act /The Registration of Titles Cadastral Mapping and Tenure Clarification (Special Provisions) Act are paid, for each Application lodged
- Advise customers of the legal and procedural requirements to acquire a title
- Schedules documents in Application and verifies that documents stated are attached and accurately completed
- Records Application both manually (Log Book) and electronically
- Prepares the Index Cards to facilitate the investigation of parcels by internal and external customers
- Checks the index cards to verify parcel not already registered
- Submits pre-checked Plan to Surveys and Mapping Division for Comparison checks
- Process correspondence by retrieving the files, reviewing the correspondence and preparing the response.
- Reads and analyzes the Requisitions from the Survey and Mapping Division and advise customers accordingly
- Sorts and files survey diagrams with respective Applications
- Prepares Referees' lists and submits Applications to Referees
- Stamps, records and dispatches notices to the Dispatch Unit
- Populates data into the Spreadsheet to facilitate the preparation of the monthly reports
- Monitors and updates Excel Tracker Report for all Applications lodged with LTD
- Ensure Customer queries dealt with in a timely manner
- Requests Parcel Identifier (PID) and records the date of the request on the Application File Jacket and verify once it has been assigned.
- Updates the Application File Jacket once the PID is received
- Conducts final searches including caveat checks and the checking of the Index Cards
- Updates Application File Jackets
- Advises customers of status of Applications (approved/rejected)
- Prepares and files Parish Index Cards
- Ensure that fees are accurately calculated and verify that the newspaper clippings are consistent with the Notice.
- Ensure that all procedural requirements in relation to final fees have been complied with.
- Records decisions of the Referee for all Applications adjudicated on
- Advises Customers of Referees' decision and where necessary requires further and better particulars
- Prepares rejection letters where appropriate
- Collects Application from the Legal Officers, records rejections and approvals and sorts relevant documents for dispatch
- Receive Notices from Paralegal Specialist, verifies that the relevant Notices have been prepared and updates Application File Jacket to reflect same
- Submits Notices to the Dispatch Section

- Refile applications in the Cabinet in the Department
- Writes to customers, once their applications have been withdrawn and ensured that the relevant fees are paid and documents returned to customers in a timely manner.
- Checks and verifies that all requisite documents lodged for Applications to Bring Land under the Registration of Titles Act/Adverse Possession are attached
- Verifies that accurate fees are assessed and paid for each Application lodged
- Checks advertisements to verify that proper procedure followed
- Verifies and records payment and accuracy of final fees

#### ***Other Responsibilities***

- Field internal and external customer queries
- Attend Roadshows
- Participate in the Land Registration and Conveyancing Workshop
- Performs other related duties that may from time to time be assigned
- Receive Notices from the Legal Officer, verifies that the relevant Notices have been prepared, and prepare the envelopes for all contiguous owners from the information contained on the Plan, then print and then take to the Paralegal Specialist.
- Print Final Notices and return to the Paralegal Specialist to facilitate Service of Legal Notices, record the same and send to Dispatch

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

The post-holder should be able to demonstrate:

- Sound Knowledge of the legal requirements and procedure for registration of land
- Knowledge of the Registration of Titles Act
- Good interpersonal skills
- Good oral and communication skills
- Sound decision making and problem solving skills
- Basic knowledge of Conveyancing, laws and statutes relating to land administration
- Competence in the use of relevant computer software
- Ability to effectively function in a team environment
- Ability to work quickly and under pressure to meet deadlines
- High levels of integrity, professionalism, ethics and ability to keep confidentiality

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

- Five (5) CXC/GCE O 'level subjects including English Language and a numeric subject.
- Paralegal Certificate is required or similar qualification

#### **Remuneration Package:**

Salary Range: \$1,711,060.00 - \$2,301,185.00 p.a.

A letter of Application accompanied by a *Résumé* should be submitted no later than **Friday, October 24, 2025** 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.**