



Memorandum

To: All Members of Staff
From: Donna-Marie Madourie- Brown (Mrs.)
Director, Human Resource Management & Development
Date: November 12, 2024
Subject: EXTERNAL CAREER OPPORTUNITY- CORPORATE SERVICES DIVISION

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

INFORMATION GOVERNANCE SPECIALIST – LEVEL 7 (VACANT)

This position reports to the Senior Director, Corporate Services.

Job Purpose

- To ensure compliance and adherence with the Agency's information governance policies and frameworks. The post holder will develop robust information governance systems and processes that meet statutory requirements within particular in regard to access rights, records management and privacy data.

Key Responsibilities:

Management/Administrative Responsibilities

- Demonstrates leadership through ethical behaviour, delegation and sharing of knowledge and skills
- Prepares and submits reports on the activities of the Document Management Unit as required
- Assists in the preparation of Divisional Work Plans and budget
- Provides secretariat functions to the Agency's RIM Committee
- Conducts performance reviews in accordance with PMAS guidelines
- Participates in selection of staff (for the Agency)
- Establishes and fosters a culture of teamwork
- Maintains discipline and work ethic among staff
- Assesses training needs on an ongoing basis and makes recommendations, as required

Technical/Professional Responsibilities

- Provides guidance and advice on records management issues
- Develops and implements information-sharing arrangements and protocols with partner organisations
- Ensures that all new systems meet all Information, Records and Data Management arrangements
- Ensures that core standards in the creation, use and storage of records are implemented in the Agency
- Monitors and audits records management for the Agency
- Develops information governance policies, frameworks, business cases, and assesses appropriate software to ensure clients have a foundation for information governance
- Conducts assessments related to records management schedules, existing information governance maturity, and e-discovery/legal hold processes
- Communicates team requirements and executes against project plans to deliver client work product on time and on-budget

- Implements corporate client data and information governance programmes and designs information governance project charters and project plans
- Drafts and edits corporate client policies related to data, information, records management, and acceptable use of information, as well as preparation of incident response plans, information management plans
- Develops information governance, risk management and compliance software requirements for the NLA and assesses client requirements to determine technology that best fits the organization
- Identifies and researches new trends, new tools related to data mapping, categorization and classification, records and information management, knowledge management, governance risk management and compliance, legal technology, web content management, and other related software
- Supports client relationship team members and business development efforts by providing expert support throughout the sales cycle, including preparation of materials in response to RFPs, presentations statements of works and proposals
- Develops Terms of Reference for the engagement of consultants for Information Governance and scanning/digitization services

Other Responsibilities

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

Required Skills/ Competencies

The incumbent should demonstrate:

- Strong interpersonal skills
- Excellent planning, organising and problem-solving skills
- Excellent oral/presentation and written communication skills
- Strong analytical and advanced research skills related to industry trends, market competition and technology
- Solid organisational skills especially ability to meet project deadlines with a focus on details
- Ability to successfully multi-task while working independently or within a group environment
- Proven ability to work in a deadline-driven environment and handle multiple projects simultaneously
- Ability to interact effectively with people at all organisational levels of the Agency and with clients
- Good negotiating skills
- Strong critical thinking skills
- Sound work ethic
- Effective time management
- Strong project management skills and ability to deliver projects on time and within budget
- Computer literate including proficiency in the use of applications such as Microsoft Office Suite.

Minimum Required Qualifications and Experience:

- Bachelor's degree in Computer Science, Information Governance, Records Management, Public Administration or similar degrees preferred.
- Minimum of five (5) years' experience in information governance, records management, Registry operations, library management
- Experience in compliance, policy development, information management, records management, data privacy/protection and information technology required
- Project Management training and experience would be advantageous
- Certification in records management, information governance (IGP), data privacy (CIPM, CIPP) and/or other relevant certifications would be an asset

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

MAINTENANCE TECHNICIAN – LEVEL 4 (VACANT)

This position reports to the Maintenance Supervisor.

Job Purpose

To provide routine maintenance and minor repairs to all facilities, electrical and mechanical equipment and plumbing systems within the Agency. Prepare and oversee the repairs and maintenance of residential properties owned by the Commissioner of Lands and assist with coordinating the maintenance, repairs and servicing of those Units and all associated furniture and equipment.

Key Responsibilities:

- Performs a variety of general building maintenance repairs and services
- Installs light bulbs, doors, cabinets, locks, etc.
- Conducts maintenance on standby generators and pumps
- Conducts minor electrical installation and upgrades
- Assists in scheduling and completing the Preventative Maintenance Programme
- Assists in coordinating special projects as directed by the Operations Manager/Maintenance Supervisor.
- Assists in monitoring all related work being performed by outside contractors.
- Replaces washers, faucets and seals on malfunctioning plumbing equipment; repair leaky faucets and clean clogged drains; install and repair sprinklers.
- Alerts Maintenance Supervisor of any unusual occurrence and/or damage that have taken place or that may occur.
- Assists in ensuring that safety standards are used which comply with organisational and national guidelines.
- Ensures compliance of work- related activities in a fair, ethical, and consistent manner.
- Maintains inspection regime on buildings and their facilities.
- Maintains machinery, equipment and tools by cleaning, lubricating, greasing and oiling to ensure optimum working order
- Assist in minor carpentry and repair work
- Participates in disaster management activities
- Maintaining records of materials, equipment used and work performed
- Maintaining equipment incident logs

Other Responsibilities

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

Required Skills/ Competencies

The incumbent should demonstrate:

- Excellent interpersonal skills
- Ability to communicate well at all levels
- Problem solving and decision making skills
- Reliability and dependability
- Ability to troubleshoot malfunctions
- Ability to use precision tools
- Working knowledge of relevant computer applications
- Knowledge of Jamaica Building Code
- Knowledge of mechanical engineering principles and practices
- Competence in the following areas: electrical, air conditioning, locksmithing, plumbing, carpentry and painting
- Sound knowledge of health and safety standards

Minimum Required Qualifications and Experience:

- UTECH or HEART Trust/NTA level 2 Certification or Diploma in Plumbing/Electrical Systems /air conditioning/Carpentry or equivalent qualification from a similar recognized institution
- At least two years' experience in a similar position

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

**DRIVER – LEVEL 2
(VACANT)**

This position reports to the Transport Supervisor.

Job Purpose

To transport staff and equipment to and from assignments and ensures the timely delivery of mail and other correspondence to their destination in keeping with established guidelines

Key Responsibilities:

Administrative/Technical Responsibilities

- Collects assignments from supervisor and performs assigned duties
- Transport staff to assignments safely and in a timely manner
- Collects and delivers mail from Central Registries and delivers to destination
- Completes Log Books on completion of assignment and submits to supervisor on a daily basis
- Undertakes routine/daily basic checks of vehicles such as checking of engine oil, transmission oil, brake fluid, etc.
- Reports mechanical and other defects of vehicle immediately to Supervisor
- Takes vehicle to garage for servicing and/or repairs as instructed
- Ensures that all documentation (insurance, certificate of fitness and certification of registration etc.) are current and placed in the vehicle at the start of the work day
- Returns vehicle daily to the designated site and ensures that is securely locked
- Assist with placement and retrieval of records in Systematic Adjudication Areas
- Assist valuers, surveyors and Lands Officers in performance of their duties during field assignments.

Other Responsibilities

- Reports accidents to relevant authorities and prepares report within the established timeline
- Utilizes gas cards in accordance with established regulations and returns to Supervisor on completion of use each day
- Performs other related duties assigned from time to time by the Supervisor.
- gas cards in accordance with established regulations and returns to Supervisor on completion of use each day
- Performs other related duties assigned from time to time by the Supervisor

Required Skills/ Competencies

The incumbent should demonstrate:

- Good interpersonal skills
- Good time management skills
- Excellent defensive driving skills
- Knowledge of basic motor vehicle maintenance
- Good road knowledge of the island

Minimum Required Qualifications and Experience:

- High School/Secondary School Leaving Certificate
- Holder of a General driver's licence to include Motor Cars, Trucks (not less than 3000 kgs laden weight) and PPV Licence should be without traffic violations or endorsements
- Minimum of three (3) years related working experience
- Training or exposure in customer service would be an advantage

Remuneration Package: - Salary Range: **\$1,181,428.00 - \$1,588,889.00 p.a**

**BUILDING OFFICER - LEVEL 6
(VACANT)**

This position reports to the Senior Administrator, Operations.

Job Purpose

To prepare and oversee the repairs and maintenance of residential properties owned by the Commissioner of Lands and assist with coordinating the maintenance, repairs and servicing of those Units and all associated furniture and equipment.

Key Responsibilities:

Management/Administrative Responsibilities

- Monitors service requisitions to ensure timely completion of requests.
- Ensures that staff complies with the policies and procedures of the Unit and the Agency.
- Assists the Senior Administrator with the preparation of the annual Budget for capital and recurrent expenditure for government houses and monitors Budget in relation to repairs/maintenance of units to avoid over-spending
- Ensures the staff adhere to procedures designed for the securing of building, furniture, equipment, etc.
- Assist with the preparation of reports on the activities of the Unit
- Arranges for Board of Survey to be convened to deal with derelict and unserviceable or obsolete items and furniture
- Examines and certifies invoices submitted and completes payment certificates
- Ensure safety systems/procedures are prepared and communicated to tenants

Technical/Professional Responsibilities

- Identifies and reports need for major repairs and maintenance work
- Seeks the approval of the Senior Administrator Operations or Operations Manager before embarking on inspection or the execution of work
- Develop policies and procedures for the efficient maintenance of all Commissioner of Lands owned residential properties
- Ensures that the daily cleaning and routine maintenance of all the Government houses are done and liaises with the Senior Administrator Operation/Operations Manager for major repairs and maintenance work.
- Ensure that Units are put in a habitable condition prior to and after assignment to public sector employees
- Selects service providers for the repairs to building, equipment up to specified limits within given timeframes and in accordance with Government of Jamaica Procurement guidelines
- Monitors work done by service providers and certifies bills for payment in accordance with procedure.
- Assists with the disaster preparedness and emergency management programme for all Government owned properties and ensures that adequate disaster supplies are in stock..
- Prepares Scope of Works and simple Bills of Quantities/Engineer's Estimates for repairs/refurbishing for Government houses and the Agency's properties in preparation for tendering
- Liaises with Contractors, Architects (whether private or from the NWA) during repair/renovation process and maintains visits to ensure compliance with Contract

- Drawings, Bills of Quantities and Specifications and monitoring of standard of work, target dates and expenditure in relation to work completed;
- Maintains inventory of furniture and equipment for government houses
 - Assists with the disaster preparedness and emergency management programme for government owned properties and ensures adequate disaster supplies are in stock
 - Monitor utility bills at all Government Houses on a monthly basis and report
 - Preparation of Payment Certificates and final accounts

Required Skills/ Competencies

The incumbent should demonstrate:

- Excellent interpersonal skills
- Excellent negotiation, planning and organising skills
- Ability to communicate at all levels
- Excellent problem solving and decision making skills
- Sound knowledge of building construction, plumbing and maintenance of mechanical and electrical equipment
- Competence in the use of word processing and spreadsheet software
- Excellent time management skills
- Attention to detail and high level of accuracy

Minimum Required Qualifications and Experience:

- Bachelor's degree in Facility or Construction Management or other related discipline from a recognized institution
- Certificate in Supervisory Management/Management Studies would be an asset
- At least three years' experience in a supervisory position
- Familiar with Government of Jamaica Procurement procedures and guidelines
- Training in or project management certification would be an asset

Remuneration Package: - Salary Range: \$3,501,526.00 - \$4,709,163.00 p.a

A letter of Application accompanied by a *Résumé* should be submitted no later than **December 5, 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.](#)