



Manager, Legal Applications/ Senior Deputy Registrar of Titles (Vacant)

The successful candidates will report to the Senior Director/Registrar of Titles.

Job Purpose:

To administer the provisions of the Registration of Titles Act (RTA), Registration (Strata Titles) Act (RSPA) and the Regulations thereto and the Registration of Titles Cadastral Mapping and Tenure Clarification (Special Provisions) Act (SPA) and ensure that applications submitted to the Legal Applications Department are processed within the targeted time.

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 Division's mandate
- Assist in the execution of new strategic direction of Land Titles Division (LTD) in accordance with Agency's land titling mandate
- Develops operational objectives, evaluates results against these objectives and takes corrective actions where necessary
- Ensures implementation and compliance of policies and procedures
- Prepares and submits reports on activities of the section
- Ensures dissemination of relevant information within the section and encourages feedback
- Ensures training and development needs are identified and steps taken to address them
- Conducts performance reviews
- Promotes continuous professional development and career advancement
- Participates in selection of staff for the Division.
- Establishes and fosters a culture of teamwork
- Maintains discipline and work ethic among staff

Technical/Professional responsibilities

- Assists the Registrar of Titles in the performance of the duties of the Registrar under the RTA.
- Formulates solutions to procedural and substantive problems of law arising from the administration of the RTA, RSPA, and SPA where legislative amendment or policy review is required.
- Enters Registrar's caveats to prevent dealing with registered land in accordance with section 15c of the RTA.
- Withdraws Registrar's caveats to facilitate dealings whenever required
- Approves New Certificates of Title and accompanying endorsements for registration in accordance with the RTA and other relevant legislation
- Oversees the investigations of claims for compensation from the Assurance Fund and in the evaluation and registration of By-laws of Strata Corporations and sends out Notification thereof.
- Make appropriate entry on Certificates of Titles of Bankruptcy Orders and appointment of Receivers.
- Review Court/Case files to determine registered ability of submitted transactions
- Processes Certificates of Title in relation to Court Orders served in respect of the registered land.
- Requests a proprietor to surrender his/her Certificate of Title for cancellation or correction.
- Evaluates applications to dispense with the production of a duplicate Title or replace a Certificate of Title that has been lost or destroyed and institutes appropriate remedial action.
- Reviews application for amendment of the Registrar Book of Titles and specifies appropriate course of action.
- Registers Certificates of Title for land brought under the Registration of Titles Act after compliance with legal requirements of said Act and land granted by the Government on the Minister's direction to grantee.
- Prepares and issues individual Certificates of Titles for lots in a subdivision where land is subdivided under Section 77 of the RTA.
- Provides advice and practical solutions to Attorneys-at-Law, Surveyors and other members of the public regarding legal and procedural matters.
- Addresses legal problems arising out of the work of the New Certificate of Title Section
- Liaise with Surveys and Mapping and/or Business Services to request replacement plans for the Section
- Communicates with customers to ensure that their complaints and queries are addressed
- Conducts meetings with staff informing them of any activities within the section

Systematic Land Registration

- Manages the workflow processes in relation to the issuance of new certificates of title under Systematic Land Registration project
- Addresses legal and procedural problems arising out of the issuance of Titles under the Systematic Land Registration project
- Liaise with various NLA support Divisions in relation to the Systematic Land Registration project and the general operation of the Department.

Signifying Final Approval of Applications and Dealings

- Reviews applications to ensure that conditions precedent to the issuing of titles have been complied with.
- Reviews documents to ensure: formal and legal validity, accuracy of intent, legal correctness of endorsement.
- Certifies the registration of instruments and dealings.
- Issues new titles for each Strata lot in accordance with legal requirements.
- Checks part of land transactions to ensure legal and formal validity, compliance with Local Improvement Acts and other applicable legislation.
- Reviews Caveats and court orders affecting dealings with Certificates of Title
- Certifies the registration of instruments and dealings.

Advice/Consultation/Enquiries

- Provides technical support to staff in the Branch as required.
- Provides legal advice to internal and external customers in connection with land registration and related matters.
- Researches/investigates enquiries from internal and external clients and provides appropriate response.
- Attends court island-wide as required
- Reviews applications for amendment of the Register Book and specify appropriate course of action.
- Reviews applications for foreclosure of mortgage for issuing of foreclosure orders.
- Reviews applications for the issuing of Vesting Order under Section 155 of the Registration of Titles Act.
- Registers Title for land granted by the Government on the Minister's direction to grantee.
- Provides advice to Attorneys-at-Law, Surveyors and other members of the public regarding legal and procedural matters. Participates in team efforts to achieve departmental and company goals.
- Performs other related duties that may from time to time be assigned.
- 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.
- Facilitated legal discourse and broader public education regarding the operation of the RTA, RSTA, SPA and other legislation

- Assists with public education/outreach programmes conducted by the Agency.
- Prepares and dispatches correspondence providing and requesting information from and to customers
- Addresses queries, complaints and requests from internal and external customers

Other Responsibilities

- Performs other related duties assigned from time to time by the Senior Director.
- Applications to replace a lost duplicate title and to dispense with production of a duplicate Title evaluated
- Applications to Amend the Register pursuant to Section 80 evaluated

Required Skills/Competencies

The post-holder should be able to demonstrate:

- Excellent interpersonal skills
- Excellent knowledge of Conveyancing Law and statutes relating to land registration
- Excellent judgment, coaching, mentoring and mediation skills
- Problem solving and decision making skills
- Excellent analytical and leadership skills
- Excellent oral and written communication skills
- Sound knowledge of Probate, Administration, Trust Law, Court procedure and Legal Drafting.
- 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:

- Attorney-at-Law qualified to practice in Jamaica
- Certificate in Supervisory Management/Management Studies
- Five (5) years related work experience, with at least three (3) years in a supervisory position

Remuneration Package:

- Salary : \$6,333,301.00 p.a.

A letter of Application accompanied by a *Résumé* should be submitted no later than **June 28, 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.](#)