



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

SENIOR DIRECTOR, ESTATE MANAGEMENT (VACANT)

This position reports to the Chief Executive Officer/Commissioner of Lands.

Job Purpose

To manage approximately 40,000 parcels of land island wide owned by the Commissioner of Lands, comprising land settlement schemes, project land lease properties, Crown land leases and other Crown lands; to maintain an effective acquisition, holding and divestment process for government lands for wealth creation, economic growth and other matters of national importance.

Key Outputs

- Objectives defined and communicated
- Work Plan and Divisional Reports submitted
- Corporate Plan and Budget prepared
- Competent staff hired
- Performance reviews conducted
- Employees well trained
- Operational strategies monitored
- Property management standards monitored
- Real property acquired
- Crown Lands divested
- Crown land leases are monitored
- Land Settlement Schemes and Project Land Lease properties managed

Job Responsibilities

Management/Administrative Responsibilities

- Provides leadership through adherence to professional conduct, setting objectives, working in team and monitoring outputs
- Prepares the Division's Corporate Plan and budget and ensures plan is implemented within budget
- Allocates human and financial resources to meet operational needs.
- Creates and maintains a work environment that promotes commitment to tasks, motivation and productivity
- Exercises prudent management over given human, financial and physical resources.
- Participates in the formulation of policies and Corporate Plan to support the Agency's mandate.
- Prepares and submits Divisional reports to the Chief Executive Officer
- Ensures the conduct of performance reviews in accordance with performance management guidelines
- Ensures training and development needs are identified and steps taken to address them
- Ensures communication to all staff on relevant Divisional and Agency matters

Technical/Professional Responsibilities

- Develops and maintains a real property management system
- Divests real property in accordance with the Crown Property (Vesting) Act and the Procedures for Divestment of Land

- Oversees the preparation of all submissions for divestment to be submitted to the Minister with responsibility for lands to receive Ministerial approval in accordance with the Crown Property (Vesting) Act
- Demonstrates integrity and ensures transparency in the management of government real property assets
- Develops and distributes government real property guidelines, procedures and standards
- Monitors and evaluates operational results of the Division and related estate management activities in other Divisions and recommends corrective actions where necessary
- Investigates new ways to deliver cost-effective service to customers
- Provides information and advice to the Chief Executive Officer and Directors on Estate Management matters
- Participates in selection of staff for the Agency/Division
- Participates in internal and external committees

Other Responsibilities

- Performs other related duties assigned from time to time by the Chief Executive Officer.

Performance Indicators

- Confidentiality, integrity and dependability are demonstrated in the execution of duties
- Established objectives are constantly achieved
- Employees show a strong sense of identity and commitment towards the Division and appreciate corporate values in their day to day work
- Division is staffed with competent employees
- Stipulated deadlines, numbers and quality standards are consistently met in respect of: sale and lease agreements, Notices (of sale and lease) for Minister's approval, duplicate Certificates of Title prepared in the name of the Commissioner of Lands, applications to be submitted for ministerial approval, preparation of Notices of Allotment for properties approved and deposits collected, sale agreement for execution by parties after ministerial approval and research to establish the availability of Crown Lands.
- The Division operates in a cost-effective manner
- Performance reviews are submitted within agreed deadlines
- Corporate plan is developed and implemented
- Complete and accurate reports are submitted as requested
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The business processes are customer-friendly and satisfaction generating.

Required Skills/Competencies

The post-holder should be able to demonstrate:

- Sound knowledge of policies and procedures
- Excellent leadership and management skills
- An ability to prioritize amongst conflicting demands based on given facts and limited time
- Basic knowledge of principles and processes of financial management
- Change management skills
- Basic knowledge in the principles of human resource management
- Excellent analytical and problem solving skills
- An ability to exercise sound judgment
- Excellent interpersonal, communication and presentation skills
- An ability to lead and work in teams
- An in-depth knowledge and understanding of corporate planning and its strategic contribution to the management process
- Proficient in the use of relevant computer applications
- Basic knowledge of human resource management principles

Minimum Required Qualifications and Experience

- A first degree in Estate Management *or* Diploma in Surveying (General Practice Division)
- Full exemptions from the Royal Institution of Chartered Surveyors (RICS) written examinations ***would be an asset***
- Designation of Chartered Valuation Surveyor (MRICS or FRICS) ***would be an asset***
- Ten (10) years related working experience with a minimum of five (5) years in a managerial position
- Public Sector Senior Management Training ***would be an asset.***

Remuneration Package:

- Salary Range: \$ 6,874,307.00 - \$7,481,402.00 p.a.
- Fixed Upkeep: \$1,697,148.00 p.a (with motor vehicle)
(Salary subject to change pending GOJ Compensation Review)

A letter of Application accompanied by a Résumé should be submitted no later than **February 17, 2023** to jobapplications@nla.gov.jm for the attention of:

**The Director, Human Resource Management & Development
National Land Agency
8 Ardenne Road
Kingston 10**

[We appreciate all responses but only short-listed applicants will be contacted.](#)