



Applications are invited for suitable qualified candidates to fill the following positions within the Surveys and Mapping Division at the National Land Agency.

## **Assistant Chief Plan Examiner**

**(Vacant)**

The successful candidate will report to the Chief Plan Examiner

### **Job Purpose**

To assist in managing the Plan Examination and Certification Branch and to ensure that all plans presented meet the Land Surveyors Act.

### **Key Outputs**

- Work plans developed
- Plans and accompanying documents secured
- Reports drafted
- Quality of plans approved
- Queries discussed
  
- Quality systems established
- Technical advice given
- Staff trained, supervised and monitored
  
- Performance appraisal conducted

### **Key Responsibilities:**

#### *Management/Administrative Responsibilities*

- Assists in planning and coordinating the operations of the Comparison and Computing sections
- Ensures the security and care of plans and accompanying documents during examination
- Prepares monthly reports on activities within the unit
- Assists with the preparation of quarterly reports of the unit
- Ensures that staff is trained

- Conducts performance appraisal in accordance with established guidelines

#### *Technical/Professional Responsibilities*

- Ensures that plans presented are prepared in accordance with the Land Surveyors Regulations
- Gives technical/legal advice to clients on the suitability of plans for registration purposes
- Verifies if plans submitted for titles are dually registered and if there are dual registrations the Titles Office is informed about the situation
- Assists with establishing and monitoring of systems to maintain high level of performance
- Corresponds with clients to address product concerns
- Reports on dual registration queries and investigations
- Assigning and reviewing digitally submitted plans using Land Folio and Microsurvey

#### *Other Responsibilities*

- Performs other related duties that may be assigned from time to time by the Manager

#### **Performance Indicators**

- Accepted plans fully complied with the Land Surveyors Regulations
- All plans accepted are copied and recorded
- Rejected plans are returned to surveyors within the time agreed
- Reports are complete, current and accurate
- Dual registration detected and clarified
- Technical advice results in workable decisions and actions

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

The post-holder should be able to demonstrate:

- Excellent interpersonal skills
- Excellent planning, organizing analytical and problem solving skills
- Excellent knowledge of the Land Surveyors Act and Regulations
- Good negotiation skills

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

- Diploma or Associate Degree in Land Surveying with five (5) years' Plan Examination experience.

- A general knowledge of Parcel Data Management and Land Registration Systems and Surveying Software
- Two (2) years' experience at senior supervisory level

**Special Conditions Associated with the Job**

- Visual fatigue constant examination of plans and relevant documents
- Long periods of sitting

**Resource Managed**

- Database
- Plans and accompanying documents

**Authority to:**

- Recommend leave, transfers acting appointments
- Assign duties to staff
- Correspond with customers
- Caution staff in terms of behavior and job performance
- Recommend training for staff

**Remuneration Package:**

-Salary Range (Level 6) - **\$3,501,526.00 - \$4,709,163.00 per annum**

A letter of application accompanied by a Résumé should be submitted no later than

**Friday, April 18, 2025** to [jobapplications@nla.gov.jm](mailto: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 shortlisted applicants will be contacted.**