



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

Chief Photolithographer (Vacant)

The successful candidate will report to the Manager, Topographic and Hydrographic Surveys

Job Purpose

To provide high quality maps, aerial photo products, photographic prints and survey plans for the Agency and customers

Key Outputs

- Policies, procedures and objectives implemented
- Performance appraisals conducted
- Reports developed
- Training delivered
- Instruments and equipment maintained
- Materials and supplies monitored and sourced
- Incoming jobs reviewed and tasks delegated

Key Responsibility Areas:

Management/Administrative Responsibilities

- Provides leadership through example and the sharing of knowledge and skills
- Ensures the implementation of objectives and assesses results
- Delegates tasks to employees and monitors progress
- Ensures employees comply with policies and procedures of the Unit
- Conducts performance appraisals in accordance with established guidelines
- Prepares reports on the progress of activities in the Unit
- Monitors the stock of materials and supplies used by the Unit and makes requisition for replenishment as is required
- Liaises with suppliers regarding the sourcing of materials and supplies
- Maintains a record of attendance of members of the Unit
- Assists with the selection of staff

Technical/Professional Responsibilities

- Undertakes the execution of complex jobs.
- Reviews incoming jobs to determine the type of process and the level and nature of preparation required before assigning work.
- Reviews and coordinates the printing of approved documents from digital files.
- Checks finished jobs for completeness, quality and accuracy and prepares costing if necessary.
- Ensures instruments and equipment are properly maintained and undertakes minor repairs as necessary or recommends major repairs, replacement or procurement.
- Assists with the design and delivery of training programmes for staff in the unit.

Other Responsibilities

- Keeps abreast with trends and changes in the discipline and recommends changes where appropriate
- Performs other related duties assigned from time to time by the Manager

Performance Indicators

- Policies and procedures are documented and implemented in a timely manner
- Objectives are clearly defined so that there is a significant reduction of rework
- Work programmes are designed to achieve corporate objectives
- Staff is effective and efficient
- Reports are complete, accurate and submitted on time
- Performance appraisals submitted as agreed with the appropriate recommendations
- Equipment and instruments are maintained to reduce significantly down time
- Materials and supplies are consistently at adequate level
- Standard of accuracy and quality is consistently maintained
- High quality prints and photographic reproductions are produced

Required Competences

The job-holder should be able to demonstrate:

- Excellent interpersonal skills
- Ability to communicate at all levels
- Good planning and organising skills
- Excellent knowledge of lithography and high professional competence in the operation of related machines and equipment

- Excellent knowledge of photography and photographic reproduction processes and high professional competence in the operation of related instruments and equipment.
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Minimum Required Education and Experience

- Technologist Diploma in Aerial Survey Photography from an Earth Sciences institution
- Specialized training in photolithography and photography
- At least three (3) years experience in a related position
- Certificate in Supervisory Management

Special Conditions Associated with the Job

- Exposure to corrosive chemicals, fumes, heat and other unhealthy conditions associated with the reprographic processes
- Long periods of standing
- Visual fatigue

Resources Managed

- Digital plotters, scanners, photographic machines and equipment
- Database
- Chemicals and materials
- Aerial photographic library and maps

Authority to:

- Deploy staff
- Recommend leave
- Recommend training
- Source and request materials

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 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.