



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

## **Chief Plan Examiner**

**(Vacant)**

The successful candidate will report to the Manager, Plan Examination and Certification

### **Job Purpose:**

To ensure that plans reflect all the relevant dimensions stipulated by the Land Surveyors Act so that clients can use these plans in the land titling process.

### **Key Outputs:**

- Work plans developed
- Work procedures checked
- Performance appraisals conducted
- Reports prepared
- Plans examined
- Plans for Titles/Registration accepted
- Plans rejected
- Field audits completed
- Dual registration investigated and reported
- Staff supervised and monitored

### **Key Responsibility Areas:**

#### *Managing/Administrative Responsibilities*

- Plans and organizes the work activities for the Unit
- Prepares reports on the progress of activities in the Unit
- Contributes to the preparation of the Division's plan and budget
- Conducts performance appraisals in accordance with established guidelines
- Provides guidance to staff through coaching, monitoring and training
- Checks work of staff for accuracy and compliance with procedures
- Assists with selection of staff for the Unit

### *Technical/Professional Responsibilities*

- Examines pre-checked plans to ascertain compliance to the Land Surveyors Act and Regulations
- Certifies plans that subscribes to the Act and Regulations and rejects those in breach of the legal specifications
- Carries out field audits to ensure that what is submitted on the plans is evidenced on the ground (field)
- Surveys and or investigates dually registered properties on behalf of the Registrar of Titles
- Controls the operations of the Comparison and Computing unit to ensure completion and examination of plans
- Provides care and security for all plans and accompanying documents
- Gives technical and legal advice to clients and prospective customers
- Examines and approve plans on the Prescribed applications and CAD softwares

### *Other Responsibilities*

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

### **Performance Indicators**

- Work plans reflect the proposed targets
- Procedures are followed consistently
- Staff is competent and productive
- Reports are complete, accurate and submitted on time
- Certifies plans that subscribes to the Act and Regulations and rejects those in breach of the legal specifications
- Accepted plans satisfy the Land Surveyors Regulations
- Accepted plans are copied and recorded
- Rejected plans are returned to surveyors within prescribed timeframe
- Supervises and monitors the work of the staff of the unit in keeping with Policy
- Ensures employees compliance with policies and procedures of the Unit
- Conducts performance appraisals in accordance with established guidelines
- Plans and accompanying documents are maintained and secured in keeping with regulations

### **Required Competencies:**

The post-holder should be able to demonstrate:

- Excellent interpersonal skills
- Excellent writing and presentation skills
- Excellent planning and organising skills

- Excellent knowledge of the Land Surveyors Act and regulations
- Excellent analytical and negotiation skills

### **Minimum Required Education and Experience**

- Land Surveyors' Commission
- Three years post Commission working experience in Land Surveying
- A general knowledge of Parcel Data Management and Land Registration Systems and Surveying Software
- Two years experience at senior supervisory level or a Certificate in Supervisory Management

### **Special Considerations Associated with the Job**

- Exposure to difficult environment during field visits
- Visual fatigue from long hours using computer and the examination of survey plans
- Sitting for long periods

### **Resources Managed**

- Database
- Plans

### **Authority to:**

- Recommend staff leave
- Recommend training
- Deploy staff
- Approve quality control measures
- Warn staff in respect of behaviour and performance

### **Remuneration Package:**

-Salary Range (Level 8) - \$6,333,301.00 - \$8,517,586.00 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.**