Applications are invited from suitably qualified candidates to fill the following positions within the **BUSINESS SERVICES DIVISION,** at the National Land Agency.

MAP REGISTRAR- LEVEL 3
(VACANT)

This position reports to the Mapping Specialist.

Job Purpose

To provide technical assistance through information sharing – copying, blueprinting, etc., to customers internally and externally.

Key Responsibilities:
- Identifies and verify valuation numbers on enclosure plans for processing of sub-division application certificate.
- Assists in training NLA staff in the interpretation of Valuation and Reference Codes.
- Maintains records
- Identifies ownership information for neighboring and adjoining parcel for customers.
- Provides information from Registered Titles, Surveyors' diagrams and other documents to relevant internal customers for updating and amending valuation rolls.
- Operates photocopy, binding, and blueprint machine by providing prints for maps and plans for internal and external.
- Prepares mosaic of maps and plans for internal and external customers.
- Assists with the costing of services provided by the unit.
- Responds to customer queries and processing customer requests

Other Responsibilities:
- Performs other related duties assigned from time to time by the Manager/Director

Required Skills/ Competencies
- The post-holder will be able to demonstrate:
- Effective communication skills
- Good interpersonal skills
- Competence in computer applications

Minimum Required Qualifications and Experience:

- Five (5) GCE O 'level or CXC subjects including Mathematics and English Language

Remuneration Package: - Salary Range: **$ 1,439,455.00 - $ 1,935,907.00 p.a.**

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

Monda, May 26, 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.