



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

Surveyor (Cadastral Surveys) (2 Vacant Posts)

The successful candidate will report to the Senior Surveyor.

Job Purpose

To carry out all surveys in accordance with the required standards and specifications

Key Outputs

- Objectives implemented
- Section's work planned
- Training conducted
- Reports developed
- Performance appraisals conducted
- Research conducted
- Surveys conducted
- Plans/charts developed

Key Responsibility Areas:

Management/Administrative Responsibilities

- Ensures that the junior officers and day labourers work is planned and executed according to objectives
- Hires and pays day labourers as necessary during field work
- Assists with performance appraisal in accordance with the Performance Management and Appraisal System guideline

Technical /Professional Responsibilities

- Investigates various agencies to locate background information needed for preparation of particular survey projects
- Selects relevant equipment and staff to carry out survey assignment
- Carries out survey in the various areas of the discipline, e.g. Cadastral, Topographic Surveys, Surveyors Reports and Statutory Declarations and Field Checks
- Assists with proposal presentation for the execution of survey projects
- Supervises the preparation of plans and drawings

- Reviews plans and computations prepared by subordinates
- Prepares technical reports and costs at completion of projects
- Assists with carrying out technical on-the-job training for staff in respect of field and office operations
- Prepares estimates and carries out pre-field investigation in relation to assignments.
- Keeps abreast of trends and changes in technology and techniques in carrying out tasks.
- Carries out rigorous computations in order to execute duties.

Other Responsibilities

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

Performance Indicators

- Staff is competent and productive
- Reports are accurate, complete and submitted in a timely manner
- Research findings are credible and support project preparation
- Surveys are executed within the time specified
- Plans and drawings are consistently completed within the timeframe
- Plans and drawings are at a consistently high quality

Required Competencies

The post-holder should be able to demonstrate:

- Excellence in interpersonal skills
- Excellence in oral and written communication
- Skills in planning, organising and solving problems in surveying
- Excellence in reading and interpreting plans and specifications
- Skills in the use of instruments and equipment required for survey projects
- Working knowledge of relevant computer applications

Minimum required Education and experience

- B. Sc degree in Land Surveying
- Land Surveyor's Commission & Practicing Certificate
- Three (3) years post Commission working experience
- Working knowledge of Land Surveying Project Management
- CAD software

Special Conditions Associated with the Job

- Visual and physical fatigue from use of field surveying equipment
- Long periods of driving and walking

- Exposure to environmental hazards
- Exposure to harmful people, insects (ticks – Lime Disease)

Resources Managed:

- Surveying equipment
- Titles, plans and related documents

Authority to:

- Recommend leave-payment of claims for subordinates
- Motor Truck (The agency's fleet vehicle)
- To pay casual labourers in the field
- Adjudicate property boundaries
- Enter upon any land for the purposes of gathering field data
- Remove and/or replace permanent marks for the purpose of boundary rectification

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.