



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

## **Map Maintenance Technician (3 Vacant Posts)**

### **Job Purpose**

To maintain the cadastral index thus improving information to support the daily operation of Land Titles, Estate Management and Land Valuation Divisions.

### **Job Outputs**

- Digital cadastral index maintained
- Land Valuation Roll maintained
- Parcel Identification Numbers generated
- Enclosure Index maintained
- Land parcels identified
- Individual report developed

### **Key Responsibilities**

#### *Management/Administrative Responsibilities*

- Prepares reports on the progress of weekly work activities

#### *Technical/Professional Responsibilities*

- Assists with utilizing the Parcel Data Management System (PDMS) workflows or any other prescribed application to maintain and improve the digital cadastral index
- Assists in maintaining relationship between spatial and attribute data
- Utilizes prescribed application to generate Parcel Identifiers (PIDs) in support of new valuation and new titles (New CT, Applications and Systematic Registration) activities

- Assists in the Land Valuation Roll maintenance by addressing cases where new land valuation number, identification or verification of a land parcel is required
- Utilizes the Land Valuation System to assist in verifying and assigning new valuation numbers to land parcels to support property taxation
- Utilizes the PDMS or other prescribed application to assist in activating the status of parcels
- Assists in identifying land parcels and provides land information to support internal and external clients
- Assists with the provision of custom designed enclosure plans/maps to support Divisions in the Agency
- Assists in digitally maintaining the Enclosure Index map where necessary

#### *Other Responsibilities*

- Performs other related duties assigned from time to time by the Supervisor/Manager or Senior officer in unit

#### **Performance Indicators**

- Cadastral Index is updated accurately
- Land parcels are correctly identified
- Parcel Identifiers are generated within agreed timeframe
- Custom designed enclosure plans/maps are consistently of high quality
- Work policies and procedures are adhered to
- Reports are complete, accurate and submitted on time

#### **Required Competencies**

The job-holder should be able to demonstrate

- Good interpersonal skills
- Good judgment
- Problem solving and decision making skills
- Knowledge in Geographic Information System (GIS) and related software

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

- Certificate in an Earth Related Science programme or Drafting Technology

**or**

- Minimum of five CSEC subjects inclusive of Mathematics, English, and Technical Drawing
- Experience in the use of Auto-Cad and GIS applications will be an asset
- Experience in Mapping related activities

**Special Conditions Associated with the Job**

- Sedentary
- High level of concentration so as to prevent mistakes when using the cadindex, etc

**Resources Managed**

- N/A

**Authority to:**

- N/A

**Remuneration Package:**

-Salary Range (Level 4) - \$1,711,060.00 -\$2,301,185.00 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.**