Applications are invited from suitably qualified candidates to fill the following position within the **Corporate Services Division** at the National Land Agency.

BUILDING OFFICER – LEVEL 6
(VACANT)

This position reports to the Senior Administrator, Operations.

Job Purpose

To prepare and oversee the repairs and maintenance of residential properties owned by the Commissioner of Lands and assist with coordinating the maintenance, repairs and servicing of those Units and all associated furniture and equipment

Key Responsibilities:

Managing/Administrative Responsibilities

- Monitors service requisitions to ensure timely completion of requests
- Ensures that staff complies with the policies and procedures of the Unit and the Agency
- Prepares schedule/roster of work for support staff to ensure efficiency
- Prepares and submits reports as requested
- Assists the Senior Building Officer with the preparation of the annual Budget for capital and recurrent expenditure for government houses and monitors Budget in relation to repairs/maintenance of units to avoid over spending
- Provides leadership through example and sharing of knowledge and skills
- Conducts performance appraisals (if required) in accordance with established guidelines
- Ensures the staff adhere to procedures designed for the securing of building, furniture, equipment, etc
- Assist with the preparation of reports on the activities of the Unit
- Arranges for Board of Survey to be convened to deal with derelict and unserviceable or obsolete items and furniture
- Examines and certifies invoices submitted and completes payment certificates
- Ensure safety systems/procedures are prepared and communicated to tenants

Technical/Professional Responsibilities

- Identifies and reports need for major repairs and maintenance work
- Seeks the approval of the Senior Administrator Operations or Operations Manager before embarking on inspection or the execution of work
- Develop policies and procedures for the efficient maintenance of all Commissioner of Lands owned residential properties
- Ensures that the daily cleaning and routine maintenance of all the Government houses are done and liaises with the Senior Administrator Operation/Operations Manager for major repairs and maintenance work.

- Prepares and submits an annual Maintenance Programme for each Residence and its associated equipment;
- Ensure that Units are put in a habitable condition prior to and after assignment to public sector employees
- Selects service providers for the repairs to building, equipment up to specified limits within given timeframes and in accordance with Government of Jamaica Procurement guidelines
- Monitors work done by service providers and certifies bills for payment in accordance with procedure.
- Assists with the disaster preparedness and emergency management programme for all Government owned properties and ensures that adequate disaster supplies are in stock.
- Conducts periodic checks of the Stores at Shalimar Avenue stores to ensure that items are properly secured and accounted for.
- Prepares Scope of Works and simple Bills of Quantities/Engineer's Estimates for repairs/refurbishing for Government houses and the Agency's properties in preparation for tendering
- Assist if necessary with the preparation of Tender and contract documents and oversees the tender process for all repair projects in keeping with Government of Jamaica Procurement Procedures;
- Liaises with Contractors, Architects (whether private or from the NWA) during repair/renovation process and maintains visits to ensure compliance with Contract Drawings, Bills of Quantities and Specifications and monitoring of standard of work, target dates and expenditure in relation to work completed;
- Develops architectural drawings for all internal interior renovation projects
- Prepares submissions to Procurement Committee for repairs/refurbishing and related activities to government houses
- Arranges for the procurement and distribution of furniture and equipment for the Government houses as approved by the CEO
- Maintains inventory of furniture and equipment for government houses
- Assists with the disaster preparedness and emergency management programme for government owned properties and ensures adequate disaster supplies are in stock
- Monitor utility bills at all Government Houses on a monthly basis and report
- Preparation of Payment Certificates and final accounts

Other Responsibilities

- Performs other related duties assigned from time to time by the Senior Building Officer or Operations Manager
- Provide technical support to Administrators

Required Competencies/ Skills

The incumbent should demonstrate:

- Excellent interpersonal skills
- Excellent negotiation, planning and organizing skills
- Ability to communicate at all levels
- Excellent problem solving and decision making skills

- Working knowledge of Government Procurement Policies
- Sound knowledge of building construction, plumbing and maintenance of mechanical and electrical equipment
- Competence in the use of word processing and spreadsheet software
- Excellent time management skills
- Attention to detail and high level of accuracy

Minimum Required Qualifications and Experience:

- Bachelor's degree in Facility or Construction Management or other related discipline from a recognized institution
- Certificate in Supervisory Management/Management Studies
- At least three years' experience in a supervisory position
- Working knowledge of Government of Jamaica Procurement procedures and guidelines
- Training in project management certification would be an asset

Remuneration Package: - Salary Range: **$3,501,526.00 - $4,709,163.00 p.a**

A letter of Application accompanied by a *Résumé* should be submitted no later than **October 9, 2026,** to **jobapplications@nla.gov.jm** for the attention of:

The Director, Human Resource Management & Development
National Land Agency
35 Hope Road
Kingston 10

Interested applicants should submit their **application letter and résumé in PDF format**, with the **job title clearly indicated in the email subject line**.

We appreciate all responses but only short-listed applicants will be contacted.