



Applications are invited from suitably qualified candidates to fill the following positions 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 Skills/ Competencies

The post-holder will be able to 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:

The following qualifications are required:

- 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 the 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.

**SALARIES OFFICER- LEVEL 4
(VACANT)**

This position reports to the Supervisor, Payroll.

Job Purpose

To pay staff on designated dates within the payroll cycle and process in a timely manner all salary-related adjustments.

Key Responsibilities:

Technical/Professional Responsibilities

- Posts salary particulars and adjustments to the payroll system to ensure timely and accurate processing of salaries
- Collaborating with HR and other teams to ensure that new hires are added to the payroll systems and that employee information is updated as needed.
- Calculate salary adjustments to include salary, acting, overpayment, increment, and incentive payments
- Prepare P45, P24, Salary Particulars, NLA loan status, and NHT contributions letters
- Checking salary deductions orders for affordability
- Calculation of gratuity payment for contract officers
- Files correspondence and orders related to employees' salary adjustments
- Checks all honorarium/overtime and effect adjustments to the employee's payroll records
- Input adjustments to payroll application
- Packages personal deduction cheques for delivery
- Updates personal deduction records
- Checks deduction on Payroll Register Summary regarding accuracy
- Prepares payment vouchers for approval
- Provides resolution to staff-related queries

Other responsibilities

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

Required Skills/ Competencies

The post-holder will be able to demonstrate:

- Good communication and interpersonal skills
- Good time-management skills
- Excellent knowledge of payroll policies and procedures
- Knowledge of financial and accounting principles and procedures, including the FAA Act
- Competence in the use of MyHrplus and Biz-Pay computer applications
- Working knowledge of Microsoft Excel and Word
- Attention to detail
- Sound work ethics

Minimum Required Qualifications and Experience:

The following qualification is required:

- Five (5) GCE O 'level or CXC subjects, including English Language and a numeric subject.
- AAT (Level 2) or CAT (Level B)

OR

Diploma in Accounting from a recognized institution

OR

Government Accounting (Level 2) Modules 1-5

- Two (2) years related working experience

Remuneration Package: - Salary Range: \$ 1,711,060.00 - \$ 2,301,185.00 p.a.

**CASHIER- LEVEL 4
(VACANT)**

This position reports to the Manager, Management Accounting.

Job Purpose

To collect and record on behalf of the Agency, all payments for services are offered and ensure the safe custody and prompt lodgment of these payments in accordance with the FAA Acts, its Regulations and Instructions, as well as the Agency's Policies and Procedures.

Key Responsibilities:

- Collects payments from clients and issue receipts in accordance with assessment undertaken
- Assorts encashed documents for dispatch to relevant unit
- Balances sums received against the computerised cash remittance (POS) system/receipt book (whichever is applicable) on a daily basis
- Settles Debit/Credit card machine on a daily basis (where applicable)
- Prepares lodgment for relevant bank accounts to be verified by authorized Personnel
- Generate reports
- Updates and balances cash book
- Ensures that all valuables held in the safe are secured in accordance with regulatory requirements and Agency's policies and procedures
- Maintains petty cash imprest (where applicable)
- Make required entries in Value Book (where applicable)
- Maintains cheque disbursement register in accordance with Agency policies and procedures

Other Responsibilities

- Provides duties as a Relief Cashier at different locations as required
 - Participates in interim and annual audit exercises by providing auditors with the necessary information and support
- Performs other related duties assigned from time to time

Required Skills/ Competencies

The post-holder will be able to demonstrate:

- Good communication skills
- Good interpersonal and customer care skills
- Good knowledge of accounting principles and practices
- Attention to detail
- Competence in the preparation of cash book
- Competence in the use of relevant computer software particularly Microsoft Excel

Minimum Required Qualifications and Experience:

The following qualification is required:

- Five (5) CXC/GCE subjects, including English Language and Mathematics or Accounts
- One (1) year related working experience
- Working knowledge of a computerised cash remittance system would be an asset.
- Knowledge of the FAA Act, Regulations, and Instructions in relation to procedures for collecting, receipting and custody of revenue.

Remuneration Package: - Salary Range: \$ 1,711,060.00 - \$ 2,301,185.00 p.a.

**SENIOR RECORDS OFFICER- LEVEL 4
(1 VACANT POST)**

This position reports to the Administrator

Job Purpose

Under the Supervision of the Asset Management and Inventory Officer, assists with the execution of the functions of asset management and disposal in accordance with established standards and guidelines.

Key Responsibilities:

Asset Management

- Receives assets, updates all relevant inventory records for all incoming fixed assets, and distributes them to the relevant person.
- Ensure all documents are accurate and conform to the issued Purchase Order.
- Assist with the compilation and submission of accurate disposal documents, including expired stock
- Assist with the dissemination of information related to proper asset management
- Recommend and assist with the implementation of software to aid in asset management
- Under the supervision of the Administrator, update and maintain the warranty register
- Maintains and monitors equipment service records in hard and softcopy

Filing

- Aids in the improvement and maintenance of the file index system.
- Ensures all payment vouchers for assets are received and filed
- Assist with updating store cards
- Keeps files current

Data Entry

- Provides information and assist with inputting information into fixed asset register
- Keep current entries into fixed asset management software of all fixed assets.

Fixed Asset Inventory Management

- Under the direction of the Administrator receive stock items and update the relevant records
- Receive and sort stock and non-stock requisitions
- Assist with the distribution of stock items after approval of requisition by Administrator
- Assists with the maintenance of Fixed Asset Inventory system ensuring that all items of furniture and equipment and software are accounted for.
- Assist with maintaining the Master, Individual and Location Records
- Marks/codes all items of furniture and equipment
- Carries out periodic checks at assigned location and updates location records
- Assists with the arrangements for the Board of Survey for disposal of recommended assets.
- Assist with the preparation of the Fixed Asset Disposal Lists
- Assist with maintaining standards in Government House inventory procedures

Other Responsibilities

- Provides assistance in the Stores as requested.
- Prepares monthly report on acquired assets.
- Assists with organization and execution of inventory and store audits.

- Assists with up-dating the service/maintenance records for office machines and equipment
- Assists with the processing of invoices through the unit and follow-up with Accounts to assist timely payment.
- Inspects assets to determine state of repairs and make recommendation for suitable action
- Assists with stock taking exercise.
- Performs other related duties that may from time to time be assigned.
- Keeps store safe while prohibiting unauthorized access

Required Skills/ Competencies

The post-holder will be able to demonstrate:

- Excellent Interpersonal Skills.
- Sound knowledge of filing, asset management and filing systems.
- Competence in the use of relevant computer software.
- Good written and oral communication skills.
- Team player.

Minimum Required Qualifications and Experience:

The following qualification is required:

- Five CXC/GCE O'Level subjects including, Mathematics and English Language.
- Training in Supply Management

Remuneration Package: - Salary Range: \$ 1,711,060.00 - \$ 2,301,185.00 p.a.

**ATTENDANT- LEVEL 1
(2 VACANT)**

This position reports to the Administrator.

Job Purpose

To respond to requests and ensure that general housekeeping is undertaken and that the delivery of mail and the provision of refreshment are carried out with dispatch.

Key Responsibilities:

- Standards of general cleaning and maintenance of appliances and utensils are kept
- Avoidance of litter and encumbrances from utensils in pantries
- Ensure the general hygiene of offices by avoiding the hazards associated with unclean utensils, etc.
- Advise and ensure hot and cold beverages are served as required by health and safety standards
- Refreshments are served on time in meetings/conferences and as required
- Timeliness and responsiveness in facilitating the distribution of mail between the registry, Divisions, and Sections
- Provides logistical support in the delivery of mail to clients, ministries, and other departments
- Ensure the timely, confidential, and effective collection and distribution of incoming Fax transmissions at regular intervals
- Support the provision of assurance and confidence to staff in the execution of duties
- Provision of timely and effective alerts to the supervisor in relation to general hygiene, hazards, and aesthetics of offices
- Ensure the safety, comfort, and hazard-free environment of the aftercares

Other Responsibilities

Performs other related duties that may be assigned from time to time by the Supervisor

Required Skills/ Competencies

The post-holder will be able to:

- Good interpersonal skills
- Good housekeeping skills
- Good interpersonal skills
- Knowledge of preparing and serving basic/simple refreshments
- Verified holder of a current food handler's permit
- Ability to read and interpret labels and instructions on products and equipment

Minimum Required Qualifications and Experience:

- Completion of Secondary School and have the ability to read and write
- Food handlers' permit

Remuneration Package: - Salary Range: \$ 969,653.00 - \$ 1,304,075.00 p.a.

**GARDENER- LEVEL 1
(VACANT)**

This position reports to the Administrator.

Job Purpose

To keep the Agency's compound in a state of cleanliness at all times

Key Responsibilities:

- Prunes excess branches from trees and plants
- Ensures plants are placed at reasonable distances to allow for proper growth
- Ensure that old and dying plants are replaced
- Mulches plants to ensure that moisture is kept for their well-being
- Rakes and sweeps grounds to remove debris
- Assists with the moving of boxed documents and furniture

Required Skills/ Competencies

The post-holder will be able to:

- Good interpersonal skills
- Cooperativeness

Minimum Required Qualifications and Experience:

- Completion of Secondary School

Remuneration Package: - Salary Range: \$ 969,653.00 - \$ 1,304,075.00 p.a.

A letter of Application accompanied by a Résumé should be submitted no later than **March 13, 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.](#)