Supervisor, Topographic Data Management
(Vacant)

The successful candidate will report to the **Manager, Mapping Services**

Job Purpose

To coordinate the activities of the Topographic Mapping Section to ensure the maintenance of quality aerial photographic imagery and a reliable system of topographic maps and maps products.

Key Outputs

- Operational objectives implemented
- Tasks delegated
- Policies and procedures followed
- Performance appraisals conducted
- Reports prepared
- Production strategies established
- Data on Topographic maps and maps products compiled
- Work progress monitored
- Staff trained

Key Responsibility Areas

Managing/Administrative Responsibilities

- Provides leadership through example and the sharing of knowledge and skills
- Assists with the preparation of the Branch's corporate and operational plans and budget
- Ensures the implementation of objectives and assesses results
- Organizes and schedules work activities in the Section
- Ensures employees comply with policies and procedures of the Section
- Conducts performance appraisal within the established guidelines
- Makes requests/recommendations for the provision of resources
- Maintains communication with both internal and external contacts
- Prepares reports on the status and progress of the Section
- Assists with the selection of staff for the Section

Technical/Professional Responsibilities

- Ensures the acquisition, production and maintenance of aerial photographic images

- Ensures the compilation of a reliable system of topographic maps and map products
- Provides technical supervision to staff
- Devises strategies to maximize productivity
- Monitors and evaluates progress of work so as to recommend/implement modifications to deal with threats to schedules
- Trains staff in the technical operations of the Section

Other Responsibilities

- Keeps abreast with trends in aerial Photogrammetry and Cartography recommend changes where appropriate
- Establishes and maintains a network with organizations interested in Cartography and Photogrammetry.
- Performs other related duties assigned from time to time by the Manager

Performance Indicators

- Established targets and deadlines are consistently attained
- Resources are effectively managed
- Reports/information are complete, accurate and submitted in the time agreed
- Clients are served promptly and with care
- Aerial photographic images are worked on in a timely manner, produced and maintained to established standard
- Topographic maps and map products have an effective system of compilation
- Performance appraisals are submitted within the time specified
- Staff is motivated and productive

Required Competencies

The post-holder will be able to demonstrate:

- Excellent interpersonal skills
- Sound knowledge of topographic mapping processes and systems
- Excellent communication skills
- Good stereoscopic colour vision
- Competence in the use of related computer software

Minimum Required Education and Experience

- First Degree in Geomatics area *or* equivalent Earth-related Science discipline and a minimum of four (4) years experience in a Geomatics environment

or

- Diploma in Photogrammetry or Cartography with relevant training and a minimum of six (6) years experience in a Geomatics environment.
- Supervisory Management training and practical experience in a supervisory role.
- Experience using mapping applications will be an asset

Special Conditions Associated with the Job

- Interaction with geo-infomatics equipment –radiation
- Typical office environment with occasional travelling

Resources Managed

- Data bearing files

Authority to:

- Deploy personnel on projects as necessary
- Schedule and recommend leave
- Recommend implementation of cost-impacting work strategies
- Reprimand staff

Remuneration Package:

-Salary Range (Level 7) **- $4,266,270.00 -$5,737,650.00 per annum**

Map Maintenance Technician
Vacant (2 posts)

The successful candidate will report to the **Supervisor, Map Maintenance**

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 Identifiers generated
- Enclosure Index maintained
- Land parcels identified
- Report developed

Key Responsibilities:

Management/Administrative Responsibilities

- Prepares reports on the progress of weekly work activities

Technical/Professional Responsibilities

- Utilizes the Parcel Data Management System workflows to maintain and improve the digital cadastral index
- Assists in maintaining relationship between spatial and attribute data
- Utilizes PDMS to generate pending Parcel Identifiers in support of new valuation 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
- 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 via use of GIS software 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.

Performance Indicators

- New valuation numbers are issued as stipulated
- Cadastral Index is accurately maintained
- 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/Skills

The job-holder will be able to demonstrate

- Good interpersonal skills
- Good judgment
- Sound work Ethics
- Problem solving and decision making skills
- Knowledge in GIS and related software

Minimum Required Qualifications and Experience:

- Certificate in an Earth Related Science programme or Drafting Technology

  or

  Minimum of Five (5) CSEC subjects including Mathematics, English, and Technical Drawing
- Experience in Mapping related activities

Experience in the use of Auto-Cad and GIS applications will be an asset

Special Conditions Associated with the Job

- Sedentary
- High level of concentration so as to prevent mistakes when using the cad index 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 **October 13, 2026** to jobapplications@nla.gov.jm for the attention of**:**

Director, Human Resource Management & Development
National Land Agency
8 Ardenne Road
Kingston 10

We appreciate all responses but only shortlisted applicants will be contacted.