Applications are invited from suitably qualified **internal** and **external** candidates to fill the following positions within the **LAND VALUATION DIVISION**, at the National Land Agency.

VALUATION ROLL OFFICER – LEVEL 3

Data Automation Unit - 2 posts - Vacant

The successful candidate will report to the Supervisor, Valuation Roll

Job Purpose

To support the Valuation Roll effort by ensuring that files and documents are in order.

Key Outputs:

- Response Forms enclosed
- Incoming/outgoing correspondence logged
- Information (on Response Forms) verified
- Registered mail recorded
- Files stripped
- Inactive files archived

Key Responsibilities:

- Logs incoming/outgoing correspondence in the relevant computer application and logbook
- Places Response Forms in envelopes
- Fills in requisite fields in Land Valuation System (LVS)
- Verifies information on Response Forms
- Records registered mail for posting
- Strips files of unnecessary information
- Ensures that inactive files are archived

Other Responsibilities

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

Required Competencies/Skills:

The post-holder should be able to demonstrate:

- Good interpersonal skills
- Ability to communicate verbally and in writing
- Competence in the use of relevant computer software.

Minimum Required Qualification

- Five (5) CXC/GCE "O"' level subjects including English Language and a numeric subject.

Remuneration Package:

Salary Range**: $1,439,455.00 - $1,935,907.00 Per Annum**

A Letter of Application accompanied by a Resume' should be submitted no later than **October 23, 2026** to jobapplications@nla.gov.jm for the attention of:

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

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