



National Land Agency

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Memorandum

To: All Members of Staff

Thru: Donna-Marie Madourie- Brown (Mrs.)
Director, Human Resource Management & Development

From: Yohan Ricketts
Manager, Human Resource Management

Date: November 1, 2024

Subject: **INTERNAL CAREER OPPORTUNITY – Land Administration Management Division**

Applications are invited from suitably qualified candidates to fill the following positions within the **LAND ADMINISTRATION MANAGEMENT DIVISION**, at the National Land Agency.

LEGAL OFFICER 3 (LEVEL 8)

(VACANT POST)

This position reports to the Manager, Land Administration Management Division

Job Purpose

To ensure that the Registration of Titles Act (“RTA”) and the Registration of Titles Cadastral Mapping and Tenure Clarification (Special Provisions) Act (“SPA”) are enforced to facilitate security of tenure.

Key Responsibilities:

Technical/Professional Responsibilities

- Interviews clients to assess and evaluate information
- Drafts and vets documents for clarification and regularization of lands.
- Interviews clients as well as peruse, assess and examine documents to ascertain their beneficial interest in the property
- Interviews clients assessing whether the client has a right to claim by adverse possession.
- Reviews documents to ensure formal and legal validity, accuracy of intent, legal correctness of endorsement.
- Conducts interviews of applicants who seek registration of their parcel.

- Provides technical support to staff in the Division.
- Provides legal advice to clients and the general public in connection with land tenure and related matters.
- Researches/investigates enquiries from internal and external clients and provides appropriate response.
- Attends Court island-wide as required.
- Liaises with government and other agencies for the provision/retrieval of information related to the land tenure regularization and clarification.
- Instructs and supervises the land tenure regularization and clarification process and advise on legal matters
- Provides comprehensive review of the legal status of each applicant and their individual land holdings and provides clear directions as to the route to acquiring or clarifying a registered title
- Keeps abreast of legal trends and issues pertinent to Conveyancing, Land registration, Probate Law and other related disciplines
- Attends meetings on behalf of the Division and/or the Agency as directed
- Assists with public education/outreach programmes conducted by the Agency.

Management/Administrative Responsibilities

- Ensures quality of work undertaken is satisfactory.
- Prepares and submits reports on land tenure regularization/clarification activities to Manager as required
- Prepares individual work plan in alignment with divisional plan
- Monitors staff compliance with the policies and procedures of the Division and the Agency.
- Conducts performance appraisals in accordance with the Performance Management guidelines.
- Assists with the training and development of staff members.
- Fosters a culture of teamwork.

Other Responsibilities

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

Required Skills/ Competencies

The incumbent should demonstrate:

- Interpersonal skill
- Presentation skill
- Teamwork and cooperation
- Compliance
- Adaptability
- Oral communication skills
- Initiative
- Time Management
- Written communication skills
- Integrity

Technical:

- Keen attention to detail and critical thinking
- Well-developed human resource management skills;
- Excellent judgment and decision making skills;
- Excellent knowledge of Conveyancing, The Registration of Titles Cadastral Mapping and Tenure Clarification (Special Provisions) (Amendment) Act and other Land Legislations and Regulations;

Minimum Required Qualifications and Experience

- Attorney-at-Law qualified to practice in Jamaica
- Three (3) years' experience in a legal position.
- Conveyancing experience would be an asset

Remuneration Package: - Salary Range: \$ 6,333,301 - \$ 8,517,586 p.a.