



## **Internship Systematic Land Registration Programme**

Applications are invited from suitably qualified candidates for a **One (1) year Internship** within the Adjudication Services Division, National Land Agency.

*The successful candidate will report to the Legal Officer 3.*

### **Key Responsibilities include:**

- Interviews landowners in order to determine ownership rights in accordance with The Registration of Titles Cadastral Mapping and Tenure Clarification (Special Provisions) (Amendment) Act.
- Interviews neighbours and community members in order to get confirmation that the landowner has been in open, undisturbed and undisputed possession of land for upwards of Twelve (12) years.
- Inputs data in the Systematic Adjudication System (SAS) in order to facilitate generation of Systematic Adjudication Applications, Supporting Declarations, Adjudication Records etc.
- Thoroughly vets data on the SAS to ensure completeness and accuracy of data.
- Executes searches (Certificates of Title/Instruments/Documents etc.) on Eland Jamaica, Land Valuation System (LVS) and Document Scanning System.
- Assists in mounting the display of Adjudication Records.

### **Required Competencies:**

The post-holder must be able to demonstrate:

- Excellent interpersonal skills
- Basic knowledge of Conveyancing and Laws relating to land registration
- Competence in the use of word processing, spreadsheet and other relevant software

### **Minimum Qualifications and Experience**

- Bachelor's Degree in Law, Land Surveying or Estate Management; **or**
- Associate Degree or Paralegal Diploma

### **Special Conditions Associated with the Job**

- Extensive fieldwork *in rural parishes*
- Extensive walking and travelling throughout communities within rural parishes across the island

Transportation and accommodations will be provided for persons conducting fieldwork outside of the Corporate Area and Saint Catherine.

A letter of Application accompanied by a Résumé should be submitted no later than **Friday, May 26, 2023** to **jobapplications@nla.gov.jm** for the attention of:

**The Director Human Resource Management and Development  
National Land Agency  
2<sup>nd</sup> floor, Hope Business Complex  
35 Hope Road  
Kingston 10, Saint Andrew**

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