



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

**SENIOR DIRECTOR, LAND ADMINISTRATION & MANAGEMENT  
(2 YEARS FIXED TERM CONTRACT)**

This position reports to the Chief Executive Officer.

**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 Outputs**

- Objectives defined and communicated
- Corporate Divisional Plan and budget developed
- Competent staff hired
- Employees well trained
- Performance Reviews conducted
- Operational strategies monitored
- Work plan and Divisional reports submitted on a timely basis
- Legal advice provided
- Recommendations for legislation and regulations provided
- Land Tenure processes developed/improved
- Facilitates the issuance/update of Certificates of Titles
- Client files established and applications investigated

**Key Responsibilities:**

***Management/Administrative Responsibilities:***

- Provides leadership through adherence to professional conduct, setting objectives, working in team and monitoring
- Participates in the formulation of policies, Corporate Plan and budget to support the Agency’s mandate
- Recommends, and executes new strategic direction of Land Administration & Management Division (LAMD) in accordance with Agency’s new land titling mandate
- Develops budget and Corporate Divisional Plan and ensures plan is implemented within budget
- Allocates human and financial resources to meet operational needs
- Monitors and evaluates operational results of the Division and effects corrective action where necessary
- Creates and maintains a work environment that promotes commitment to tasks, motivation and productivity
- Exercises prudent management over financial and physical resources
- Ensures all relevant information is communicated to the staff
- Ensures the conduct of Performance Reviews
- Participates in the selection of staff for the Agency
- Prepares and submits Divisional reports to the Chief Executive Officer
- Evaluates operational results against objectives and takes corrective action where necessary
- Ensures training and development needs are identified and steps taken to address them

- Provides legal advice to the CEO on matters relating to land tenure regularization.
- Represents the agency at various seminars, conferences, meetings and workshops.
- Develops individual work plans based on strategic alignment with the agency's operational plan.
- Prepares and submits Divisional reports to the Chief Executive Officer

***Technical/Professional Responsibilities:***

- Administers the Registration of Titles, Cadastral Mapping and Tenure Clarification (Special Provisions Act)
- Assesses and evaluates legal documents for the regularization and clarification of lands pursuant to the SPA.
- Recommends legislative amendments arising out of the operation of the Registration of Titles, Cadastral Mapping and Tenure Clarification (Special Provisions Act) and the Facilities for Titles Act (FTA)
- Recommends regulations under the SPA for promulgation by the Government
- Administers land tenure activities contained in the contract signed with Public/Private partners.
- Makes recommendations with respect to additional areas to be declared under the Act.
- Assists landowners in determining complex legal issues
- Liaises with the Local Authorities, National Irrigation Commission, The National Housing Trust, Financial Institutions and other organizations and agencies with a view to assisting beneficiaries in regularizing/clarifying land holdings
- Attends court in relation to various land tenure issues.
- Prepares instructions for the Attorney General for Court matters
- Provides guidance to legal and paralegal staff in performance of technical and statutory duties.

***Other Responsibilities***

- Performs other related duties assigned from time to time by the Chief Executive Officer

**Performance Indicators**

- Confidentiality, integrity and dependability are demonstrated in the conduct of duties
- Staff is competent, motivated and productive
- Reports are complete, accurate and submitted within the time specified
- Performance reviews are submitted within agreed timeline
- Business plan is implemented on schedule
- Operational results are evaluated against objectives
- Critical information is communicated accurately and timely to relevant persons
- All transactions are prepared in accordance with the legal and procedural requirements under the relevant legislation

**Required Competencies**

The job-holder will be able to demonstrate:

- Excellent leadership and management skills
- Excellent analytical and problem solving skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Good knowledge of human resource management principles
- Good knowledge of the principles and processes of financial management
- Proficiency in the use of relevant computer applications
- In-depth knowledge and understanding of corporate planning and its strategic contribution to management processes
- Ability to prioritize amongst conflicting demands and make decisions
- Excellent knowledge of the Registration of Titles, Cadastral Mapping and Tenure Clarification (Special Provisions Act) , Registration of Titles Act, Facilities of

Titles Act , Succession Laws, Civil Procedure Rules , Conveyancing and other statutes impacting land Titling and

- Excellent knowledge of the Registration of Titles Act, the Registration (Strata Titles) Act, conveyancing and other statutes impacting land registration
- Good knowledge of Civil Law
- Proficiency in the use of relevant computer applications
- Basic knowledge of human resource management principles

**Minimum Required Education and Experience**

- An Attorney-at-Law qualified to practice in Jamaica
- Ten (10) years experience with a significant part of that experience in the field of conveyancing and land registration and five (5) years at a managerial level
- Training in management techniques

**Remuneration Package:**

- Salary Range: \$ 6,267,215.00 - \$6,874,307.00 p.a.
- Fixed Upkeep: \$ 1,697,148.00 p.a (with motor vehicle)  
(Salary subject to change pending GOJ Compensation Review)

A letter of Application accompanied by a Résumé should be submitted no later than **February 17, 2023** to [jobapplications@nla.gov.jm](mailto:jobapplications@nla.gov.jm) for the attention of:

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

**[We appreciate all responses but only short-listed applicants will be contacted.](#)**