



Applications are invited for suitable qualified candidates to fill the following positions within the Surveys and Mapping Division at the National Land Agency.

### **Assistant Surveyor (Vacant)**

The successful candidate will report to the Senior Surveyor

#### **Job Purpose:**

Assist with the execution of Cadastral Surveys (i.e. Single parcel surveys and Subdivision Surveys), Topographic Surveys, Surveyors Identification Reports and Statutory Declarations and the production of cadastral and topographic plans.

#### **Key Outputs:**

- Reports prepared
- Payment vouchers prepared
- Research undertaken
- Surveying instruments and equipment maintained
- Cadastral plans and topographic plans drafted.

#### **Key Responsibility Areas:**

##### *Managing/Administrative Responsibilities*

- Prepares payment vouchers for labourers on assignments and subsistence allowance claims for staff
- Prepares reports on all assignments undertaken
- Assists with the recruiting of casual labourers required on assignment
- Assists in identifying site office for work team during out-of-town assignment

##### *Technical/Professional Responsibilities*

- Observes and measures angles, distances and heights for Cadastral & Topographic surveys and assists with measurements for Field Checks and Statutory Declarations

- Assists in investigating government agencies/departments to locate information needed for the preparation of survey assignments
- Assists in the preparation and amendment of plans
- Prepares estimate for the execution of assignment for approval of Supervisor
- Leads team, selected by Supervisor, in the execution of fieldwork
- Prepares post-assignment computations for processing and preparing of maps and plans
- Assist with preparing actual expenditure and technical report of assignment for review
- Records and processes data collected from observations
- Assists with maintenance of survey instruments and equipment in accordance with established safety guidelines
- Undertakes searches and investigations for information required in preparation for field assignments

#### *Other Responsibilities*

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

#### **Performance Indicators**

- Data collected and processed on a timely basis
- Reports are accurate and submitted within agreed timeframe
- Instruments and equipment are maintained to established safety standards
- Cadastral and topographic plans are prepared and submitted to Supervisor in a timely manner.

#### **Required Competencies:**

The post-holder should be able to demonstrate:

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Sound time management skills
- Sound knowledge of Land Surveying observation techniques
- Excellent computation skills
- Competence in the use of related computer applications

#### **Minimum Required Education and Experience**

- BSc. in Land Surveying or equivalent qualifications

OR

- Diploma in Land Surveying and two (2) years working experience in Land Surveying

**Special Conditions Associated with the Job**

- Exposure to unsafe/unhealthy environment, fumes and hilly terrain during field visits
- Fatigue from working with figures and drafting for long periods
- Exposure to harmful people, insects (ticks – Lime Disease)

**Resources Managed**

- Survey instruments and equipments
- Drafts of plans
- Motor Truck (The agency's Fleet Vehicle)

**Authority to:**

- N/A

**Remuneration Package:**

-Salary Range (Level 5) - \$2,803,771.00 -\$3,770,760.00 per annum

A letter of application accompanied by a Résumé should be submitted no later than

Friday, April 18, 2025 to [jobapplications@nla.gov.jm](mailto:jobapplications@nla.gov.jm) for the attention of:

**The Director, Human Resource Management & Development**

**National Land Agency**

**8 Ardenne Road**

**Kingston 10**

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