



LEGAL OFFICER 3 LEVEL 8

Applications are invited from suitably qualified candidates to fill the following positions within the **Land Titles Division**, at the National Land Agency.

The successful candidates will report to the Manager, Legal Application/Senior Deputy Registrar of Titles

Job Purpose

To execute the statutory requirements as set out in the Registration of Titles Act and the Registration of (Strata Titles) Act and the Regulations made hereunder.

Key Responsibility Areas:

- Reviews First Registration and Adverse possession applications to ensure that conditions precedent to the issuing of titles have been complied with.
- Signs approved First Registration and Adverse possession applications for the issuing of a new Certificate of Title
- Reviews and Approves Certificates of Compliance for the issuance of Notices
- Reviews Certificate of Compliance, Ministerial Direction and Adjudication application to ensure that conditions precedent to the issuing of titles have been complied with.
- Signs approved Certificate of Compliance, Ministerial Direction and Adjudication application for the issuing of a new Certificate of Title
- Reviews documents to ensure: formal and legal validity, accuracy of intent, legal correctness of endorsement.
- Reviews fees paid on transactions prior to registration.
- Certifies the registration of instruments and dealings on Certificates of Title.
- Authenticates the registration of instruments and dealings on Certificates of Title.
- Checks and signs Part of land Transfers, Section 79, Section 77, Strata Title, Ministerial Directions and Lost Title Applications transactions to ensure legal and formal validity, compliance with Local Improvement Acts and other applicable legislation.
- Reviews and signs Caveats instruments and court orders affecting dealings with the Certificate of Title
- Reviews warning to Caveator instruments and Notice to Caveator inclusive of the lapsing.
- Initials amendments and/or corrections made to the Certificate of Title

- Provides technical support to staff in the New Certificate of Titles and other Branches as required.
- Provides legal advice to clients and the general public in connection with land registration and related matters.
- Researches/investigates enquiries from internal and external clients and provides appropriate response.
- Attends Court island- wide as required.
- Reviews and prepares Police Statements as required
- Liaises with government and other agencies for the provision/retrieval of information related to the land registration and related matters.

Other Responsibilities

- Keeps abreast of legal trends and issues pertinent to Land registration and other related disciplines
- Attends meetings on behalf of the Branch and/or the Agency as directed
- Prepare and make presentations in relation to the Registration of Titles Act and other related legislation (eg Land Conveyancing Workshop)
- Assists with public education/outreach programmes conducted by the Agency.
- Performs other related duties that may from time to time be assigned by the Registrar of Titles

Required Skills/Competencies:

The post-holder should be able to demonstrate:

- Excellent Interpersonal Skills
- Excellent judgment, decision making and problem solving skills
- Excellent oral and written communication skills
- Excellent time management skills and the ability to work well under pressure and with demanding deadlines;
- Ability to work well in a team environment
- Good Analytical skills
- Excellent Knowledge of Conveyancing, laws and statutes relating to land registration.
- Working knowledge of Probate and Administration, Trusts, Court Procedure and Legal Drafting
- Sound work ethics
- Confidentiality in the conduct of duties
- Competence in the use of relevant computer software
- Ability to effectively function in a team environment
- Ability to work quickly and under pressure to meet deadlines
- High levels of integrity, professionalism, ethics and ability to keep confidentiality

Minimum Required Education and Experience

- An Attorney-at-Law
- Three (3) years related working experience

- Certificate in Supervisory Management
- Exposure to Legal applications such as Surrender 77, Transfer of Part and Strata Titles would be an asset

Remuneration Package:

Salary Range: \$6,333,301.00 - \$8,517,586.00 p.a.

A letter of Application accompanied by a Résumé should be submitted no later than **February 18, 2025** to 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.](#)