



Applications are being invited for suitably qualified persons to fill the following post within the Land Titles Division, National Land Agency.

1. MANAGER, MEMORANDUM/DEPUTY REGISTRAR OF TITLES

The successful candidates will report to the Senior Director/Registrar of Titles

Job Purpose:

To administer the provisions of the Registration of Titles Act, Registration of Strata Titles Act and the Regulations made there under and ensure that Memorandum transactions are processed within the targeted time.

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 Division's mandate
- Assist in the execute of new strategic direction of Land Titles Division (LTD) in accordance with Agency's new land titling mandate
- Develops operational objectives, evaluates results against these objectives and takes corrective actions where necessary
- Ensures implementation and compliance of policies and procedures
- Prepares and submits reports on activities of the section
- Ensures dissemination of relevant information within the section and encourages feedback Ensures training and development needs are identified and steps taken to address them
- Conducts performance reviews
- Promotes continuous professional development and career advancement
- Participates in selection of staff for the Agency
- Establishes and fosters a culture of teamwork
- Maintains discipline and work ethic

Technical/Professional Responsibilities

- Formulates solutions to procedural and substantive problems of law arising from the administration of the Registration of Titles Act where legislative amendment or policy review may be required.
- Enters and withdraws official caveats to ensure that dealings lodged for registration are not processed in contravention of existing caveats.
- Certifies the registration of instruments and dealings on Certificates of Title.
- Reviews applications for amendment of the Registrar Book of Titles and specifies the appropriate course of action.
- Processes Certificate of Titles in relation to Bankruptcy Orders and appointment of Receivers where the relevant documents have been submitted and approved.
- Processes Certificate of Titles in relation to court orders served in respect of the registered land.
- Requests a proprietor to surrender his Certificate of Title for cancellation in accordance with the Act where the condition of the Certificate of Title renders it expedient to do so.
- Considers and adjudicates on applications to dispense with production of the duplicate Certificate of Title for registration of instruments.

- Observes legal trends and issues pertinent to land registration and other related issues and recommends their adoption.
- Provides advice to Attorneys-at-Law, Surveyors and other members of the public regarding legal and procedural matters. Attends meetings on behalf of the Division and Agency.
- Liaises with government and other agencies for the provision/retrieval of information related to the land registration and related matters.
- Assists with public education/outreach programmes conducted by the Agency.
- Acts on behalf of the Registrar of Titles when required.

Other Responsibilities

- Performs other related duties assigned from time to time by the Senior Director

Required Skills/Competencies

The post-holder should be able to demonstrate:

- Excellent Interpersonal Skills
- Good leadership skills and the ability to work well in a team environment
- Analytical skills
- Excellent judgment, decision making and problem solving skills
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent time management skills and the ability to work well under pressure and with demanding deadlines;
- Excellent Knowledge of Conveyancing, laws and statutes relating to land registration.
- Working knowledge of Probate and Administration, Trusts, Court Procedure and Legal Drafting
- Competence in the use of relevant computer software

Minimum Required Qualifications and Experience:

- An Attorney-at-Law qualified to practice in Jamaica
- Certificate in Management Studies/Public Administration
- Five (5) years related work experience three (3) of which should be in a supervisory position
- Training in Supervisory Management

Remuneration Package:

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

2. LEGAL OFFICER 3

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:

Management/Administrative Responsibilities

- Reviews applications to ensure that conditions precedent to the issuing of titles have been complied with.
- Reviews documents to ensure: formal and legal validity, accuracy of intent, legal correctness of endorsement.
- Certifies the registration of instruments and dealings on Certificates of Title.
- Checks part of land transactions to ensure legal and formal validity, compliance with Local Improvement Acts and other applicable legislation.
- Reviews Caveats and court orders affecting dealings with 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.

- 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
- 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

Minimum Required Education and Experience

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

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 **June 22, 2026** to jobapplications@nla.gov.jm for the attention of:

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