



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 224 **OSC Ref. C. 5850¹⁶**

29th May, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies be engaged as **Co-ordinator, Land Titling (2 Year Contract)** in the **National Land Titling Programme, Ministry of Economic Growth and Job Creation**, salary range \$5,820,000 per annum.

Job Purpose

The Co-ordinator, Land Titling is responsible for spearheading the National Land Titling Programme Initiative within the Ministry of Economic Growth and Job Creation (MEGJC). This initiative is dedicated to facilitating the expeditious release and transfers of certificates of title, currently held by various Ministries, Departments and Agencies (MDAs), to eligible Jamaicans. By ensuring secure land tenure, this initiative aims to elevate the status of beneficiaries and enhance standard of living, thereby fostering economic expansion.

Key Responsibilities

Management/Administrative:

- Prepares Individual Work Plans and submits to the Senior Assistant Attorney General;
- Conducts performance evaluation reviews and assessment of Project Officers based on performance assessment criteria;
- Undertakes planning with direct staff to determine targets and goals for the activities of the programme;
- Prepares relevant reports, reproduce minutes and recommends policies;
- Participates in meetings, conferences and seminars, as directed; and
- Develops and manages the performance of Officers on the programme, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training.

Technical/Professional:

- Co-ordinates with the Legal Services Division and other relevant stakeholders to facilitate the timely release and transfer of Certificates of Titles held in various Ministries, Departments and Agencies (MDAs) to eligible Jamaicans;
- Identifies and documents bottlenecks within the titling process, and implements strategies and solutions to address them;
- Establishes and maintains frameworks, systems, and databases to effectively track the progress of titles processed under the Programme;
- Collaborates with the Legal Services Division to conduct periodic audits, analysing data to determine the number of titles to be issued and identifying any discrepancies;
- Works closely with the Land Administration Management Branch, Social Services Unit, Documentation/Information and Access Services Branch, and Housing, Urban Renewal and Projects Division to ensure seamless project operations;
- Drafts instruments of transfer for approval by the Senior Assistant Attorney General, ensuring compliance with legal requirements and protocols;
- Liaises with the Documentation/Information and Access Services Branch to ensure retrieval of open title files;
- Collaborates with the Social Services Unit to facilitate site visits, actively engaging in efforts to resolve titling matters and advise the Unit if any challenges are faced;
- Communicates with and provides guidance to external clients and customers to facilitate the acquisition of signed instruments of transfer and other necessary supporting documents, ensuring the smooth and timely completion of transactions;
- Recommends policy measures and systems to the Senior Assistant Attorney General for approval, aimed at enhancing the delivery of Certificates of Titles to clients and improving internal titling processes;
- Prepares comprehensive progress reports on the status of the Land Titling Programme and submits them to the Senior Assistant Attorney General for review and approval;

Required Knowledge, Skills and Competencies

Core:

- Integrity and confidentiality;
- Excellent oral and written communication skills;
- Excellent research and analytical skills;
- Strong planning and organizational skills;
- Excellent problem-solving, judgement and decision-making skills;
- Ability to work in a team and multicultural environment;
- Solution building abilities;
- Keen attention to details.
- Excellent communication and interpersonal abilities, with the capacity to work effectively with diverse stakeholders;
- Proven ability to work collaboratively in a fast-paced environment;
- In-depth knowledge of conveyancing law and principles/procedures;
- Sound knowledge of probate and administrative law;
- Sound understanding of Microsoft Office Applications, including Word, Excel, and PowerPoint;
- Proficiency in document management and maintaining files and filing systems;
- Ability to interpret legal documents accurately and effectively.

Minimum Required Qualification and Experience

- Bachelor of Law (LLB);
- Master's Degree in Law (LLM) or its equivalent;
- Legal Education Certificate (LEC) would be an asset;
- At least five (5) years' experience in a relevant field of expertise.

Special Conditions Associated with the Job:

- Required to manage and organize old files from various environs;
- Willingness to work beyond normal working hours;
- May be required to travel to high-risk locations and areas;
- May be required to conduct occasional site visits;

Applications accompanied by résumés should be submitted **no later than Tuesday, 11th June, 2024 to:**

**Director, Corporate Services
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**