



MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the vacant post of **Lands Officer (SOG/ST 5)** in the **Land Administration Management Branch**, salary range **\$3,501,526 - \$4,709,163** per annum.

Job Purpose

Under the general direction of the Senior Land Officer, the incumbent is responsible for supporting the effective administration and monitoring of the Ministry's land portfolio through property inspections, valuation, dispute resolution and the processing of land transactions.

Key Responsibilities:

Management/Administrative

- Prepares annual/quarterly/monthly reports for meetings.
- Assists in the preparation of project status reports and periodic operational reports.
- Develops individual work plan in keeping with the Branch's operational plan, HRM&D's established format and PMAS principles.

Technical/ Professional

- Investigates and processes applications for the acquisition, lease or temporary use of the Ministry's properties, prepares and submits evaluation reports/recommendations.
- Conducts property inspections to verify and identify property details, including property numbers, boundaries, measurements, and any physical irregularities.
- Prepares and submits property inspection reports.
- Prepares floor plans for properties under investigation/appraisal.
- Conducts property valuations using property, sales, and area analysis data.
- Compiles and submits valuation reports, including diagrams, maps, charts, valuation briefs, and field notes.
- Liaises with relevant GoJ entities to obtain and verify information required for the processing and administration of the Ministry's property transactions.
- Collaborates with relevant Branches to safeguard the Ministry's interests through the regularization of unauthorised settlements (squatting), including serving notices to occupants.
- Investigates and addresses complaints regarding encroachments, lot boundary issues and ownership disputes, and facilitates the resolution of related issues and disputes.
- Participates in property acquisition negotiations.
- Monitors the Ministry's lease portfolio.
- Assists in the implementation of the Ministry's Land Information System and Geographic Information System.
- Responds to queries from external customers, staff, and other stakeholders regarding matters related to the Minister of Housing's land portfolio by conducting research and providing relevant information.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills

- Customer-oriented
- Excellent time management skills
- Teamwork and collaboration
- Problem solving skills
- Integrity
- Confidentiality
- Initiative
- Excellent negotiation skills
- Analytical and meticulous

Technical

- Experienced and proficient in the use of standard computer applications and GIS.
- Excellent Report Writing skills
- Research and Analytical skills
- Knowledge of property valuation principles and techniques.
- Knowledge of property inspection practices.

Minimum Required Qualification and Experience

- Bachelor's Degree in Land Economy, Valuation Surveying or Estate Management.
- Three (3) years working experience in Valuation and Land Management.

Applications accompanied by résumés should be submitted **no later than October 7, 2026, to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Infrastructure Development
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megid.gov.jm

Subject: Lands Officer (SOG/ST 5)

Please note that only shortlisted applicants will be contacted.