



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Deputy Registrar of Lands

DEPARTMENT: Land Registry Department

MINISTRY: National Lands Secretariat

LOCATION: Grand Turk

JOB SUMMARY:

Under the general direction of the Registrar of Lands, executes the statutory requirements as set out in the Registered Land Ordinance and the Registration of (Strata Titles) Ordinance and the Regulations made hereunder.

KEY DUTIES AND RESPONSIBILITIES:

1. Assists the Registrar in carrying out the duties, functions and responsibilities of the post of Registrar of Lands as stipulated in the Registered Land Ordinance and as designated by the Registrar of Lands
2. In conjunction with the Registrar of Lands to lead, direct, guide, supervise, mentor and motivate the staff of the Land Registry ensuring that work is conducted efficiently, transparently and in accordance with the Land Registry's goals and objectives.
3. Ensures that applications received are accounted for and entered into the electronic system in accordance with agreed performance targets.
4. Ensures that applications received are properly recorded and routed through the agreed channels within agreed performance targets.
5. Supervises the preparation of monthly and weekly reports on the applications, stamp duty and registration fees received and processed in the Land Registry.
6. Assists with the conversion of the Land Registry from paper to digital records and with the proper document management of the Land Registry's records.
7. Provides internal training and mentoring to junior staff, organize the day- to- day running of the Land Registry and perform any other duties as may be assigned by the Registrar.
8. Communicates proactively, in writing, electronically and verbally with colleagues, staff, and clients of the Land Registry to enable management transparency and the sharing of knowledge and information.
9. Performs all the functions, duties and responsibilities of a senior manager including, but not limited to, decision-making, team-working, staff performance appraisals, and proper Divisional management and administration.
10. Ensures subordinates comply with the policies and procedures of the unit and the Agency.
11. Provides leadership to subordinates through example and sharing of knowledge/skill.
12. Manages the performance and development of employees through the preparation of performance appraisals, recommendation of training and development programmes.





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13. Assists with the selection of staff.
14. Assists in the testing of the integrated land administration system being developed in the Lands Division.
15. Demonstrates leadership through ethical behaviour, delegation and sharing of knowledge and skills
16. Promotes continuous professional development and career advancement
17. Ensures dissemination of relevant information within the section and encourages feedback
18. Establishes and fosters a culture of team work
19. Maintains discipline and work ethic among staff
20. Undertakes all and any such duties and tasks appropriate with the position or as requested by the Registrar of Lands.
21. Adheres to all Public Service codes, rules and regulations
22. Others related tasks as assigned.

QUALIFICATIONS AND EXPERIENCE:

- The position requires a Bachelor's Degree in Law, Estate Management, or some other related field and professional designation or or related field from a recognized institution.
- Formal training in Supervisory Management
- Five (5) years related work experience three (3) of which should be in a supervisory position

SALARY: Grade 9.1 \$75,363.00 per annum plus allowances

Application Procedure:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

