

GOVERNMENT VACANCY

JOB TITLE: Senior Land Registration Officer

MINISTRY: National Land Secretariat

DEPARTMENT: Land Registry Department

LOCATION: The job is based in Grand Turk but at the discretion of TCI Public Service may be relocated to Providenciales or another part of TCI. Internal application from officers within the Land Division in Providenciales may also be considered.

JOB SUMMARY:

Assists with the technical and administrative functions of the Land Registry, as set out in the Registered Land Ordinance, the Strata Titles Ordinance, and the Regulations and directions made thereunder.

KEY DUTIES AND RESPONSIBILITIES:

1. Assist with the development and achievement of turnaround times in the Land Registry.
 2. Assist the Registrar, Deputy Registrar and Assistant Registrar with the processing of complex applications including mutations, cautions and strata applications, as designated.
 3. Process applications received by the Land Registry or any district office.
 4. Undertake and/or supervise the scanning and indexing of files for the conversion of the Land Registry's records from paper to digital
 5. Ensure that applications received by the Land Registry are processed within the established service standards.
 6. Ensure that all applications are properly processed within the established administrative, legal and procedural regulations.
 7. Ensure that policies and procedures implemented internally are adhered to with full compliance.
 8. Ensures, in conjunction with the Assistant Registrar of Lands, the timely completion of reports, records and other documentation.
 9. Assist other senior staff members in carrying out the duties, functions and responsibilities of the post of Registrar of Lands as stipulated in the Registered Land Ordinance and Stamp Duty Ordinance.
 10. Communicate 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.
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1. Adhere to all Public Service codes, rules and regulations
 2. Supervise and assist in filing, scanning and other related tasks as assigned.
 3. Set an example at all times to junior officers and to assist in their training.

MINIMUM QUALIFICATIONS & EXPERIENCE:

QUALIFICATIONS and EXPERIENCE:

Qualifications:

- The position requires a minimum of a Bachelor's degree in law, Business, Estate management or a closely related field; or, in lieu thereof, an Associate's Degree, plus two or more years related work experience in a Land Registry.
- Training in customer service and/or supervisory management would be an asset

Experience:

- A minimum of three (3) years' experience working in a similar capacity is preferred.

SALARY: Grade 7.1: \$54,670.00 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, National Turks & Caicos Islander Status Card (where applicable). 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 all supporting documents will not be processed.

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