

# EXTERNAL VACANCY

## SENIOR PROPERTY OFFICER

### JOB PURPOSE:

- The incumbent is required to oversee and manage the conveyancing portfolio's transition from the Trinidad and Tobago Housing Development Corporation (HDC) to the Trinidad and Tobago Housing Development Corporation Asset Management Company Limited (TTHDCAMC), ensuring all conveyancing matters comply with statutory requirements, industry best practices, and organizational standards. The role will focus on ensuring a smooth integration of conveyancing activities within TTHDCAMC and optimizing operational efficiency in conveyancing-related transactions.

### WORKING RELATIONSHIPS:

- Reports to the designated Manager/Attorney-at-Law.
- Works and collaborates closely with service providers, internal stakeholders across TTHDCAMC, and external stakeholders, including customers, banks, title clerks, surveyors, government agencies, and legal professionals.

### MAJOR DUTIES & RESPONSIBILITIES:

- Provide expert advice and leadership in all conveyancing matters to ensure smooth operations during and after the transition from the HDC to the TTHDCAMC.
- Lead the process for conducting comprehensive title searches, including verifying land ownership and resolving any legal issues, in line with conveyancing best practices.
- Ensure the timely preparation, drafting, verification, and execution of new deeds, and obtaining all necessary approvals before execution.
- Plan, organize, and direct the operational activities of relevant employees involved in the conveyancing process, ensuring compliance with statutory and regulatory requirements.
- Oversee and ensure the accuracy of background checks and conveyancing documentation to prevent delays and ensure legal compliance.
- Manage the Performance Management System for relevant employees, aligning their activities with the strategic objectives of TTHDCAMC's conveyancing function.
- Provide mentoring and coaching to team members to enhance conveyancing expertise and operational effectiveness within the department.
- Prepare and submit detailed reports in accordance with TTHDCAMC's corporate requirements, outlining the progress and status of conveyancing transactions.
- Act as the primary liaison between internal and external stakeholders, fostering strong relationships to facilitate seamless conveyancing operations.
- Ensure all conveyancing activities align with TTHDCAMC's legal and operational guidelines during the portfolio transition.
- Perform other related duties consistent with the role of Senior Property Officer to support TTHDCAMC's conveyancing and legal operations.

### QUALIFICATIONS AND EXPERIENCE:

- Certification in the elements of conveyancing practice or a related discipline, ideally with a specialization in conveyancing.
- Ten (10) years in a similar position with at least five (5) years with supervisory experience; or
- Equivalent combination of training and experience.

### KNOWLEDGE AND SKILLS:

- Extensive working knowledge of conveyancing laws, practices, and statutory requirements.
- Strong leadership, coaching, and mentoring skills, with the ability to manage a team effectively.
- Excellent analytical skills specific to conveyancing.
- Exceptional communication skills (oral, written, and interpersonal) to interact with stakeholders and guide employees.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint, and Project)