



JUDICIAL SERVICE COMMISSION

REGISTRAR OF DEEDS

JOB DESCRIPTION

The appointment is pensionable. The Officer appointed will be subject to Judicial Service Commission Rules, Departmental Rules and other conditions of service which may be in force from time to time.

Tenure:

The Registrar of Deeds shall hold office until he/she attains the age of **fifty-five years**.

Salary:

The total basic salary for the position is GYD\$819,042 in addition to the following allowances:

- Duty – \$55,000
- House – \$25,000
- Entertainment – \$24,000
- Commuted – \$70,000 + \$45 per km
- Subsistence allowance when working out of Georgetown
- Leave passage at a rate of one (1) month's salary tax free, at the end of the anniversary date.
- Duty Free Concession of 2000cc recurrent at the end of a three or five year period (dependent on purchase of reconditioned or new vehicle)
- Forty-two days annual vacation leave.
- The provision of security service at residence
- Paid residential and mobile phone charges and monthly internet service charges.

Accountability Objective:

The Registrar of Deeds is the Chief Executive of the Deeds Registry and is responsible for the organizational management of the Deeds Registry and fulfilling the duties, responsibilities and functions of the Registrar in accordance with the Deeds Registry Act, Chapter 5:01, the Deeds and Commercial Registries Authority Act, Act No. 4 of 2013, the Powers of Attorney Act, Chapter 8:01 and any other written law.

The principal activities of the Registrar of Deeds are to:

1. Carry out the duties, functions and responsibilities assigned to the Registrar of Deeds as stipulated in the Deeds Registry Act, the Deeds and Commercial Registries Authority Act, the Powers of Attorney Act, the Civil Law of Guyana Act and any other written law
2. Carry out such other functions in relation to the recording, registration, processing and regulation of transports, leases, mortgages and transactions affecting rights in and ownership of immovable property as the Governing Board of the Deeds and Commercial Registry Authority (Governing Board) may direct
3. Develop and implement the efficient processing of transports, leases and mortgages, registration of deeds, trusts, powers of attorney, ensuring that all transfers, encumbrances, applications and registrations are processed and executed in accordance with the law and agreed performance targets
4. Lead, direct, guide, supervise, mentor and motivate the staff of the Deeds Registry ensuring that work is conducted efficiently, transparently and in accordance with the law and the goals and objectives of the Registry
5. Operate within the guidelines of the law in order to develop, oversee, monitor, evaluate and report on the implementation of policies, procedures and standards for processing and registration of transports, leases, mortgages, deeds and powers of attorney
6. Take charge of, maintain, compile, preserve and where appropriate, provide on request, all records required to be kept under the Deeds Registry Act, the Deeds and Commercial Registries Authority Act, the Powers of Attorney Act
7. Provide policy and professional advice to the Governing Board on matters related to the functions and responsibilities of the Registrar of Deeds including recommendations for legal and procedural change and incidental matters

8. Communicate proactively, in writing, electronically and verbally with colleagues and staff, to enable managerial transparency and sharing of knowledge and information
9. As a member of the governing Board, contribute to the business and management of the Authority
10. Work collectively with the senior management team of the Authority
11. Prepare official notices, publications, directives and guidelines related to the functions of the Registry under the Acts, the functions of the Registrar of Deeds, and matters incidental thereto
12. Represent the Deeds Registry in litigation
13. Liaise with other Registries and agencies, nationally and internationally, on relevant matters related to the business and mandate of the Deeds Registry
14. Provide regular reports and briefings for the Governing Board as it may require
15. Perform all the duties and functions of the chief executive officer of the Deeds Registry with responsibility for the day-to-day operation of the Registry
16. Appoint staff as may be required by the Registry with the approval of the Governing Board
17. Determine the terms and conditions of employment of staff with the approval of the Governing Board
18. Manage the operations, property and affairs of the Registry and Sub-Registries.
19. Manage the organization, management, and control of the staff of the Registry and Sub Registries
20. Manage the funds of the Deeds Registry as a Budget agency
21. Plan and defend the budget of the Deeds Registry
22. Ensure that proper books of account and other records relating to the affairs of the Registry are kept
23. Ensure annual statements of accounts are prepared
24. Submit monthly and annual reports to the Governing Board concerning the activities of the Deeds Registry during that financial year on the operations and performance of the Registry and deliver also a balance sheet and a statement of income and expenditure
25. Submit yearly to the Governing Board for its approval and subsequent approvals as required by law, estimates of revenue and expenditure of the Registry for the financial year

Principal Organisational Relationships:

(The incumbent relates to the following areas/titles internally and externally within the Nature and Scope of the Job)

AREA/TITLE:

RESPONSIBILITY:

Internal:

Governing Board:	As a member of the Governing Board to collaborate in making decisions on policy, financial and administrative issues relating to the Deeds and Commercial Registries Authority As the Registrar of Deeds implement policy decisions, report on the performance of the Deeds Registry, oversee the interpretation of policies and legislation, report on the attainment of corporate objectives of the Deeds Registry, the implementation process and furnish monthly reports on all components of the Deeds Registry; to submit reports on the financial performance of the Deeds Registry and estimates for budgets
Secretary to the Board:	To discuss and review implementation of policy and board decisions and collaborate on external communications.
Finance and Accounts Manager:	To participate in financial planning and implementation, including budgeting, collecting revenue, issuing payments, procurement, and reporting activities
Information Technology Systems Manager:	To collaborate in and review the implementation, requirements, updating and maintenance of the information management systems in use at the Deeds Registry
Human Resources Manager:	To discuss and review human resources issues, requirements and developments; to review results and the effects of strategies and policies implemented and agree new/revised strategies, plans and actions; to discuss measures to improve human resources assets. To review/discuss policies relating to recruitment, promotion and merit increases.
Internal Audit Manager:	To facilitate the development, maintenance, and management of the audit system for the operations of the Deeds Registry. Review audit reports and monitor the operation of Quality Management Systems.
Subordinate Staff:	Lead, direct, guide, supervise, mentor and motivate the staff of the Deeds Registry ensuring that work is conducted efficiently, transparently and in accordance with the law and the goals and objectives of the Registry. To provide advice, guidance for

implementation of policies and procedures, review actions; to evaluate productivity and performance of the Deeds Registry.

External:

Minister of Legal affairs: To collaborate on legislative and policy recommendations, additions, changes and/ or adjustments to the law, as well as other organizational strategies, undertakings or plans

Judges/Attorneys-at-law: To receive and provide information and carry out lawful directions and requests in performing the functions of Registrar of Deeds.

Banks and Financial Institutions: In collaboration with the Finance and Accounts Manager to satisfy verified refunds and claims out of the proceeds of sale.

Clients: To receive documents and queries, advise on legal and procedural requirements and processes, to review applications and documents, to register all lawful conveyances, encumbrances and deeds, to provide information on registered conveyances, encumbrances and deeds.

Statutory Agencies and Comparator Organizations: To liaise, compare and exchange information.

Training Institutions: To specify training needs and participate in coordinating training plans.

IV. Personnel supervised by this position include:

- Deputy Registrar of Deeds
- Assistant Registrars of Deeds
- Senior Registry Supervisors
- Registry Supervisors
- Registry Clerks
- Other staff of the Authority

Qualifications:

The applicant must be an Attorney-at-law admitted to practice law in Guyana or any Commonwealth country with a minimum of five (5) years' experience.

Experience in Land Court litigation, or court and/or public administration would be an asset.

The applicant is expected to have management and computer skills and an aptitude for working in a digitised environment.

Applicants are also expected to possess a high level of personal integrity.

Secretary
Judicial Service Commission
April 15, 2026