

SIERRA LEONE CIVIL SERVICE

JOB DESCRIPTION

Assistant Director, Country Planning

JOB DETAILS

Job Title: Assistant Director, Country Planning	Supervisor/Manager Title: Deputy Director, Housing and Country Planning
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MDA: Ministry of Lands, Housing and Country Planning

Unit/Division/Directorate: Housing and Country Planning Division	Grade:
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Job Summary

The role holder is responsible for overseeing the planning of towns and communities for sustainable development and ensuring the rational and maximum use of land for commercial, institutional and residential purposes.

Key Duties

Duty responsibility	Estimated Percentage of time (%)
Coordinate the development and implementation of land use and planning policies, strategies and programmes to guide the use of public and private lands.	15%
Coordinate the development and implementation of town plans, including the Master Plan.	15%
Supervise staff activities towards the achievement of the objectives of the Unit and ensure effective and efficient service delivery.	25%
Receive land use related complaints, investigate and facilitate resolution in line with planning laws.	20%
Collaborate with Ministry of Works and Public Assets and other institutions to ensure buildings are constructed at the appropriate locations.	15%
Provide technical advice on Land use and Planning including proposal for establishment of new settlement and relocation sites.	5%
Establish and maintain community relations, including conducting outreach and community engagement activities.	5%

Occasional Duties

The role holder may be required to:

- Attend meetings, seminars, workshops etc.
- Perform any other duty assigned

Judgement and Decision-Making

The jobholder is required to make recommendations on demolition, new settlement areas and posting of staff.

Educational Requirements

A minimum of Bachelor's Degree in Town Planning, Architecture, Geography, Civil Engineering, Surveying plus Diploma in related field from an accredited institution.

Related Job Experience

A minimum of six (6) years experience in Country Planning with three (3) years at supervisory level

Competencies/Skills

- Extensive knowledge of current planning practices and procedures, land use regulations and issues and physical design related to country planning;
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations;
- Ability to evaluate planning documents and supporting information provided by applicants;
- Ability to prepare reports and formulate recommendation concerning planning and development of settlements;
- Ability to deal with sensitive inquiries and constituent concerns;
- Ability to conduct short-and long-term planning;
- Ability to communicate effectively orally and in writing;
- Excellent planning and organisational skills;
- Excellent interpersonal and problem-solving skills;
- Ability to establish and maintain working relationships with organisations, community stakeholders and officials;
- Ability of leadership, independent judgment, initiatives, and decision-making;
- Proficient computer and planning software skills.

Work Environment

The job is mostly office-based with minor exposure to hazards, moderate exposure to physical activities such as prolonged use of Visual Display Unit (VDU) and moderate disruption to leisure.

