

**SIERRA LEONE CIVIL SERVICE**

**JOB DESCRIPTION**

Assistant Director, Housing

**JOB DETAILS**

**Job Title:** Assistant Director, Housing

**Supervisor/Manager Title:** Deputy Director, Housing and Country Planning

**MDA:** Ministry of Lands, Housing and Country Planning

**Unit/Division/Directorate:** Housing and Country Planning Division

**Grade:**

**Job Summary**

The jobholder is responsible for overseeing the development, review, and implementation of housing policies to improve housing and building activities. He/she is also responsible for planning, organising and coordinating the activities of a group of professional technical staff involved in building inspection.

**Key Duties**

Duty/Responsibility	Estimated Percentage of time (%)
Lead the formulation and implementation of housing policies, building codes, regulations and programmes.	5%
Assist with the supervision of building activities for the enforcement of development control and building regulations.	15%
Coordinate research for the development of local and affordable building materials.	15%
Coordinate the identification, valuation and allocation of buildings to be rented by government.	15%
Identify housing needs and priorities and develop strategies for addressing these needs and priorities and provide support on implementation of the strategies.	10%
Administer and manage all public social housing programmes, services and properties and ensure their maintenance and upkeep.	10%
Supervise staff activities towards the achievement of the objectives of the Unit and ensure effective and efficient service delivery.	20%

**Occasional duties**

The jobholder may be required to:

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

### Judgement and Decision-Making

The jobholder makes administrative and operational decisions and recommends policies.

### Educational Requirements

A minimum of Bachelor's Degree in Housing Town/Urban Planning, Architecture, Civil Engineering, Surveying, Geography with option in Urban Planning or related discipline from an accredited institution.

### Related Job Experience

A minimum of six (6) years experience in housing administration with three (3) years of supervisory level.

### Competencies/skills

- Knowledge of policies and procedures governing all housing programmes and activities/requirements;
- Advance knowledge in the local laws or legislations relating to Housing and Town/Urban planning and enforcement;
- Knowledge of the use of software for Housing and Town/Urban planning;
- Ability to bring innovative solutions to complex housing planning issues;
- Ability to co-manage housing support with responsibilities to include implementation of policies and procedures;
- Ability to supervise, plan, organise and direct the work of professional and technical staff;
- Strong attention to technical detail and accuracy;
- Ability to negotiate mutually acceptable solution and building consensus;
- Ability to coordinate with other housing agency within the country;
- Excellent oral and written communication skills;
- Good interpersonal skills and a team player;
- Ability to work under pressure and meet deadlines.

### Work environment

The role is an office based one with minor exposure to hazards and moderate physical demands such as prolonged use of the computer. There will be no regular requirement to work unplanned overtime or weekends, travel or work from home.