

SIERRA LEONE CIVIL SERVICE

JOB DESCRIPTION

Deputy Director, Housing and Country Planning

JOB DETAILS

Job Title: Deputy Director, Housing and Country Planning

Supervisor/Manager Title: Director of Housing and Country Planning

MDA: Ministry of Lands, Housing and Country Planning

Unit/Division/Directorate: Housing and Country Planning Directorate

Code: JH/10

Job Summary

The role holder is responsible for assisting with coordinating the development, review and implementation of policies and strategies geared towards the sustainable development of towns and communities and improvement of housing in the Country. He/she is also responsible for assisting with coordinating the preparation of town planning and housing schemes to ensure the rational and maximum use of land for commercial, institutional and residential purposes and improve standards of living.

Key Duties

Duty/Responsibility	Estimated Percentage of time (%)
Assist with the coordination and development of land planning and housing policies, strategies and programmes to guide the use of public and private lands and improve standard of living.	15%
Oversee the preparation of town planning and housing schemes to ensure the rational and maximum use of land for commercial, institutional and residential purposes and improve standards of living.	15%
Assist with the supervision of staff activities towards the achievement of departmental objectives.	20%
Receive land use related complaints, investigate and facilitate resolution in line with planning laws.	20%
Oversee activities aimed at ensuring that buildings are constructed at the appropriate locations.	15%
Oversee the identification, valuation and allocation of buildings to be rented by government.	10%

Provide technical advice on Land use and Planning including proposal for establishment of new settlement and relocation sites.	5%
Occasional Duties	
<p>The role holder may be required to:</p> <ul style="list-style-type: none"> • 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/Urban Planning, Architecture, Geography with option in Urban Planning, Civil Engineering or Surveying plus a Diploma in related field from an accredited institution.	
Related Job Experience	
A minimum of eight(8) years experience in Housing or Country Planning with three(3) years at supervisory level.	
Competencies/Skills	
<ul style="list-style-type: none"> • 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 review, analyse and manage housing and planning programmes; • Ability to bring innovative solutions to complex housing planning issues; • 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 solutions 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 job is mostly office-based with minor exposure to hazards, moderate exposure to physical activities such as prolonged use of Visual Display Units (VDUs) and moderate disruption to leisure.

