

SIERRA LEONE CIVIL SERVICE

JOB DESCRIPTION

Director, Housing and Country Planning

JOB DETAILS

Job Title: Director of Housing and Country Planning

Supervisor/Manager Title: Permanent Secretary/ Minister

MDA: Ministry of Lands, Housing and Country Planning

Unit/Division/Directorate: Housing and Country Planning Division

Job Summary

The role holder is responsible for 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 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 (%)
Coordinate the development of land planning and housing policies, strategies and programmes to guide the use of public and private lands and improve standard of living.	10%
Coordinate 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%
Direct, manage, develop and supervise the activities of staff towards the achievement of departmental objectives.	20%
Receive land use related complaints and facilitate resolution in line with planning laws.	25%
Coordinate activities aimed at ensuring that buildings are constructed at the appropriate locations.	10%
Provide technical advice on Land use and Planning including proposal for establishment of new settlement and relocation sites.	10%
Oversee the identification and coordinate the valuation and allocation of buildings to be rented by government.	10%

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	
<p>The jobholder may be required to:</p> <ul style="list-style-type: none"> • Recommend and carry out demolition; • Make decisions on allocation of staff; • Recommend new settlement areas. 	
Educational Requirements	
<p>A minimum of Master's Degree in Architecture, Town/Urban Planning, Geography with option in Urban Planning, Civil Engineering or Surveying plus a Diploma in related field from an accredited institution.</p>	
Related Job Experience	
<p>A minimum of ten (10) years experience in housing administration and Country Planning with five (5) years at the supervisory level.</p>	
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 co-manage housing supply 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 job is mostly an office-based role with minor exposure to hazards and moderate exposure to physical activities such as prolonged use of Visual Display Units (VDUs). There is also an infrequent requirement to make early start or late finish.

