

NON-STANDARDIZED POSITION



# Ministry of Rural Development and Local Government

## **JOB DESCRIPTION** **CONTRACTUAL POSITION**

### **JOB TITLE: MANAGER, REGIONAL PLANNING**

**JOB SUMMARY:** This job required the incumbent to establish, plan, direct and manage the Local Area and Regional Planning and Development Unit (LARPDU) within the Ministry of Rural Development and Local Government. The incumbent would be required to provide guidance and advice on regional/local area planning, collect and analyze data relating to regional/local area development and assist in the process of developing physical plans and policy guidance for regional development of the Municipal Corporations.

<b>REPORTS TO:</b>	Deputy Permanent Secretary (Implementation)
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<b>SUPERVISION GIVEN TO:</b>	The LARPDU Staff
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### **DUTIES AND RESPONSIBILITIES:**

- Oversees the establishment of a Local Area and Regional Planning and Development Unit (LARPDU), within the Ministry of Rural Development and Local Government.
- Coordinates and manages the administrative and professional functions of the LARPDU.
- Prepares work programmes and budgetary proposals for all projects within the LARPDU.
- Develops and implements policies, strategies and programmes for the collection, collation, utilization and management of data pertaining to land usage and factors affecting land utilization in a region/sub-region.
- Complies, analyses and evaluates data (inclusive of data on demographic, socio economic, legal, cultural, physical and political factors) affecting land utilization in a region/sub-region and makes appropriate recommendations.
- Facilitates the preparation and implementation of Municipal and Local Area Development Plans within existing legislative and policy frameworks.
- Spearheads participatory consultation and urban design activities relating to plan preparation.
- Works with multi disciplinary teams to conduct studies and site visits as needed.
- Reviews and evaluates project proposals of Municipal Corporations and their fit with the overall development plans of the Central Government and makes appropriate recommendations.
- Develops Municipal Social and Physical infrastructure database with GIS capacity on the present assets, current and future needs of Municipal Corporations and a policy on local infrastructure provision, management operations and access by users.
- Develops a GIS capability within the LARPDU for use by the Ministry of Rural Development and Local Government and Municipal Corporations.
- Prepares activity descriptions and leads efforts to recruit consultants and technical assistants as needed for specific technical studies and activities.
- Provides guidance and advice on institutional and staffing arrangements for the introduction of physical planning units (development planning and control) within the Municipal Corporations.

- Assists in the reviews and development of an appropriate mechanism for controlling developmental activity in support of the local government reform initiative.
- Assesses the efficacy of existing municipal regions for more effective delivery.
- Assists in the development of unified administrative regions for better coordination of implementation activities by various government agencies.
- Provides support relating to transitional arrangements for the roll-out of the Ministry of Rural Development and Local Government's reform programme as required.
- Attends meetings of Cabinet appointed committees and other committees both internal and external as required.
- Prepares Cabinet Notes on issues relating to planning and development.
- Provides advice to the Minister responsible for Regional Development and Local Government on physical planning and related matters as required.
- Performs other related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **KNOWLEDGE:**

- Thorough knowledge of Acts, Statutes and Ordinances governing land use.
- Sound knowledge of Rural Development and Local Government and the role and mandate of Municipal Corporations.
- Thorough knowledge of mapping, map reading and techniques involved in chart preparation.

### **SKILLS AND ABILITIES:**

- Ability to interpret maps, site and building plans and specifications, graphs and statistical data.
- Ability to function in stressful situations and endure long working hours.
- Ability to maintain confidentiality with respect to information inherent to Public Service.
- Analytical and problem solving skills.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Negotiation skills.
- Presentation skills.

## **MINIMUM EXPERIENCE AND TRAINING, SPECIAL REQUIREMENT**

- A Master's degree in Planning and Development
- A minimum of eight (8) years experience in the field, five (5) of which must be at a managerial level