

NON-STANDARDIZED POSITION



# Ministry of Rural Development and Local Government

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

### **JOB TITLE: REGIONAL PLANNER**

**JOB SUMMARY:** Under general direction, provides assistance to the Ministry of Rural Development and Local Government and Municipal Corporations with issues related to land use planning, environmental planning and community development.

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| <b>REPORTS TO:</b> | Senior Regional Planner |
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| <b>SUPERVISION GIVEN TO:</b> | N/A |
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### **DUTIES AND RESPONSIBILITIES:**

- Provides technical assistance to the Ministry of Local Government and Municipal Corporations in areas of land use planning, environmental concerns and other miscellaneous matters that relate to overall planning, growth and development within the Municipalities.
- Facilitates the preparation of Regional and Local Area Plans by the Municipal Corporations.
- Provides technical assistance in preparing reports and maps on matters dealing with land use planning.
- Collates, analyses and presents data relevant to the several aspects of Land Use Planning.
- Recommends policies and strategies on local infrastructure provision, management, operations and access by users.
- Makes recommendations to the Senior Regional Planner re: project analysis in the context of land use policy design issues and environmental requirements.
- Review of development plans.
- Monitor the work of consultants and prepare and submit reports to the Senior Regional Planner.
- Assist in development plans.
- Assist in development control matters.
- Assist in the drafting of Request of Proposals, Terms of Reference and consulting agreements.
- Assist in public consultation exercises.
- Represents the Local Area and Regional Planning and Development Unit on committees and meetings.
- Perform related work as may be required.

**KNOWLEDGE, SKILLS AND ABILITIES****KNOWLEDGE:**

- Knowledge of Acts, Statutes and Ordinances governing land use
- Knowledge of Geographic Information Systems (GIS) and other related software and computerised information systems
- Knowledge of mapping, map reading and techniques involved in chart preparation
- Knowledge of and the ability to use effectively general planning analysis techniques

**SKILLS AND ABILITIES:**

- Ability to communicate effectively both orally and in writing
- Ability to work as a member of a team and to establish and maintain effective working relationships with other employees and members of the public

**MINIMUM EXPERIENCE AND TRAINING, SPECIAL REQUIREMENT**

At least two (2) years experience in the field of Town and Country Planning or a related field and training as evidenced by a Degree or professional qualification in Town and Country Planning from a recognized University or College or any other equivalent combination of experience and training.