

NON-STANDARDIZED POSITION



Ministry of Rural Development and Local Government

JOB DESCRIPTION **CONTRACTUAL POSITION**

JOB TITLE: SENIOR REGIONAL PLANNER

JOB SUMMARY: This job requires the incumbent to oversee a variety of planning and development projects with an emphasis on land use and physical planning at the regional and local area within the Ministry of Rural Development and Local Government. Assignments include directing the work of technical staff members and interns within the Local Area and Regional Planning and Development Unit (LARPDU).

REPORTS TO:	Manager, Regional Planning
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SUPERVISION GIVEN TO:	Technical Staff within the LARPDU
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DUTIES AND RESPONSIBILITIES:

- Prepares and/or reviews planning and environmental aspects of present and proposed Municipal development projects and its relation to overall national planning.
- Liaises with and advises municipalities and other key stakeholders on land use.
- Maintains effective liaison with individuals and agencies both within and outside of government for the purpose of ensuring the proper implementation of physical planning, policies and objectives of the Ministry of Rural Development and Local Government.
- Plans, organizes and executes research programmes as inputs to physical planning and development.
- Prepares complex analytical studies related to comprehensive local and national planning.
- Develops and presents educational and informative programmes on local and national planning.
- Assists in the review of applications for land use.
- Prepares project analyses in the context of relevant land use policy, design issues and environmental requirements and make recommendations.
- Makes recommendations to the Manager, Regional Planning re: project analysis in the context of land use policy design issues and environmental requirements.
- Oversees and monitors the work of consultants, consultant contracts, project budgets and prepares and submits reports to the Manager, Regional Planning.
- Recommends policies and strategies on local infrastructure provision, management operations and access by users.
- Draft request for proposals or qualifications and consulting agreements.
- Assist the Manager, Regional Planning in drafting Cabinet Notes on issues relating to planning and development.
- Reviews the implementation of local area and regional development plans and advises the Manager, Regional Planning on their feasibility.

- Visits sites recommended for projects and advises the various ministries and Municipal Corporations of their suitability.
- Analyses planning issues and determines project schedules and priorities.
- Attends meetings of Cabinet-appointed committees and other committees both internal and external as required.
- Manages the staff of the LARPDU in the absence of the Manager, Regional Planning.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of Acts, Statutes and Ordinances governing land use.
- Knowledge of Rural Development and Local Government and the role and mandate of Municipal Corporations.
- Thorough knowledge of Geographic Information Systems and other related software, applications and computer programmes relating to land use planning.

SKILLS AND ABILITIES:

- Ability to interpret maps, site and building plans and specifications, graphs and statistical data.
- Ability to research, analyse and summarize planning data both manually and with computer programs.
- Analytical and problem solving skills.
- Excellent written and oral communication skills.
- Excellent interpersonal, negotiation and presentation skills.
- Ability to instruct others in work procedures and provide specific project direction.

MINIMUM EXPERIENCE AND TRAINING, SPECIAL REQUIREMENT

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