



MINISTRY OF LOCAL GOVERNMENT

ROLE DESCRIPTION: Technical Officer II

CORPORATE INFORMATION

1. **Position Level** : Salary Band F
2. **Salary Range** : \$22,528.74 - \$38,140.60 (Step 1 - Step 4)
3. **Duty Station** : (HQ) Suva
4. **Reporting Responsibilities:**
 - a) **Reports To** : Principal Town Planner
 - b) **Liaises with** : Ministry Staff and all relevant national and international stakeholders
 - c) **Subordinates** : N/A

POSITION PURPOSE

The position provides technical advice and assistance in relation to the processing of building, zoning & subdivision applications.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

- 1) Ensure valid documents are submitted together with application (use of checklist, check against Town Planning Regulations, Advisory in the absence of immediate supervisor);
- 2) Process all applications within the prescribed timelines on the advice of the immediate supervisor;
- 3) Record all work in progress on application minute sheets;
- 4) Attend to enquiries relating to building, rezoning & subdivision on the counter and through telephone and email communications;
- 5) Provide accurate and factual advice to stakeholders (applicants, consultants, developers and the general public);
- 6) Support the Town Planner's & Senior Town Planner's in Town Planning Scheme revisions and other project administration duties as part of the Urban Policy Action Plan (UPAP); and
- 7) Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS [KPIs]

- 1) Ensure that the Department's deliverables are met in accordance with the SOP for assessment of zoning, building and subdivisions applications within the timelines specified.
- 2) Monthly, Quarterly and Yearly statistics are compiled and submitted to the Director through the unit head within prescribed timelines.
- 3) Assigned Planning reports and projects specified in Departments Yearly Business plan shall be completed within specified timelines.
- 4) Ensure all applications are assessed within the agreed timelines.

PERSON SPECIFICATION [KESAs]

In addition to a Diploma in Land Use Planning or similar field (or equivalent work experience) following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

- 1) At least 1 year experience in development control, zoning, urban or town planning;
- 2) Relevant knowledge of the principles, concepts and practices of municipal zoning, strategic planning, land use planning, urban design and urban environment, principles and practices of planning, design and development; and
- 3) Some knowledge of strategic urban planning, local area planning, infrastructure planning and policy formulation.

SKILLS AND ABILITIES

- 1) Demonstrated ability to provide effective and competent town planning and subdivision technical analysis and advice;
- 2) Suitable communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
- 3) Ability to follow instructions and meet set timeframes, in particular with report writing and planning activities;
- 4) Demonstrated ability to work cooperatively within a team environment;
- 5) Excellent analytical skills and ability to scrutinize reports;
- 6) Demonstrated ability to maintain confidentiality at all times;
- 7) Capacity to utilize computer programs to support the operations of complex organization; and
- 8) Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment must be Fiji citizens, under age 60, with personal character and background that demonstrates a commitment to the Public Service Values and Code of Conduct. The successful candidate will be subject to confirmation upon receipt of a clear police record.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from

all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as these criteria will be considered in assessing the relative suitability of applicants.