



MINISTRY OF LOCAL GOVERNMENT

JOB DESCRIPTION

DIRECTOR, DEPARTMENT OF TOWN AND COUNTRY PLANNING

CORPORATE INFORMATION

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| 1. Position Level: | Band L |
| 2. Salary Range: | \$67,830.20 - \$86,961.80 (Step 1- Step 4) |
| 3. Duty Station: | Suva (travel outside Suva as and when required) |
| 4. Reporting Responsibilities: | a) Reports to the Permanent Secretary
b) Liaises with Heads of Departments, Ministry Staff, Government Agencies, statutory bodies, key stakeholders and private sector
c) Subordinates: Principal Town Planners, Senior Town Planners, Senior Technical Officer, Town Planners and Technical Officers |

POSITION PURPOSE

The position will implement recommendations of the Urban Policy Action Plan; overview the modernization of Town & Country Planning services and creates an enabling attractive investment environment for strategic growth across Local Government.

KEY RESPONSIBILITIES

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

- 1) Overall supervision and management of planning, coordinating resource needs management of staff as well as budgeting, human capital investment and development of staff for the efficient administration of the department.
- 2) Ensure that mandatory progress reports to the Permanent Secretary and Minister are submitted within the specified timeframe/turnaround time.
- 3) Develop a town planning manual and guidebook reflecting the revision of town planning laws for consistency and guidance to its application.
- 4) Determine development applications in accordance with town planning laws.
- 5) Provide effective public relation and conflict resolution mechanisms.
- 6) Provide physical planning and policy advice to the overall decision making process of government and private sector with respect to urban planning, land development and urban management.
- 7) Establish the professional body of urban planners and raise its profile in Fiji.
- 8) Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, and human resource activity where required.

KEY PERFORMANCE INDICATORS

- 1) Outputs produced and services delivered within the agreed timelines consistent with the Standard Operating Procedures.
- 2) Department's Business Plan, 3-Year Strategic Plan 2019-2021 in line with the 5-Year and 20-Year National Development Plan (2017) and its corresponding implementation Plan within the required timeframe.
- 3) Develop a town planning manual and guidebook reflecting the revision of town planning laws is produced within a specified period of time.
- 4) Ensure that capital projects and programs are implemented within the specified timelines and budget allocations.

PERSON SPECIFICATION

In addition to a Degree in Urban and Regional Planning or similar, following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- 1) At least 15 years extensive experience in a similar role;
- 2) Practical experience in planning and policy formulation relating to urban development;
- 3) Working knowledge and application of town planning laws relevant to land and building development in Fiji; and
- 4) Understanding of strategic urban planning, urban design and infrastructure.

Skills and Abilities

- 1) Strong management skills, including learning and development of staff;
- 2) Ability to manage financials and budget requirements;
- 3) Effective stakeholder engagement, advocacy and relationship building to create a qualitative customer service oriented attitude;
- 4) Ability to manage media queries;
- 5) Public speaking, presentations at all levels;
- 6) Capacity to utilize computer programs to support daily operations; and
- 7) Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

PERSONAL CHARACTER

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.