



MINISTRY OF LOCAL GOVERNMENT

ROLE DESCRIPTION: TECHNICAL OFFICER II–DEPARTMENT OF TOWN & COUNTRY PLANNING

CORPORATE INFORMATION

1. Position Level: Salary Band F

2. Salary Range: \$20,163.22 to \$28,883.00

**Additional performance payments may be available for our highest performers, in accordance with the Public Service Commission guidelines.*

3. Duty Station: Suva [HQ] - with limited travel

4. Duration: 3 years

5. Reporting Responsibilities;

a) Reports To: Principal Town Planner

a) Liaises with : Internal - Manager Corporate/ Finance, Staffs of Corporate Service Unit and All Sections of the Ministry.
External - Line Ministries & Department, Statutory Bodies, suppliers and donor agencies and International Organizations.

b) Subordinates: Nil

POSITION PURPOSE

The position provides technical advice and assistance in relation to re-zoning applications.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

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 on the advice of immediate supervisor;
3. Record all work in progress on application minute sheets;
4. Prepare approved Survey maps & Town Planning Scheme Extracts;
5. Attend to enquiries relating to rezoning applications on counter and through telephone and email communications;
6. Provide advice to stakeholders (applicants, consultants, developers & the general public);
7. Support the Town Planner's & Senior Town Planner's in project administration duties managed by the forward Planning section; and
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ensure that the Departments deliverables are met in accordance with the SOP for assessment of development applications within the timelines specified."
2. "Monthly, quarterly and yearly statistics are compiled and submitted to the Director through the Section Head within prescribed timelines".
3. "Assigned Planning reports and projects specified in Departments Yearly business plan shall be completed within specified timelines.
4. All rezoning applications are assessed and meet the timelines and that is within the agreed timeframe aligned.

PERSON SPECIFICATION

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

Knowledge and Experience

1. At least 1 years' 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, principals 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 organization.

Personal Character and Eligibility

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants

must also be Fijian Citizens, under age 55, 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 the duty.

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 this criteria will be considered in assessing the relative suitability of applicants.