



DIVISION OF SETTLEMENTS, URBAN RENEWAL AND PUBLIC UTILITIES
CAREER OPPORTUNITY

The Division of Settlements, Urban Renewal and Public Utilities, is seeking a suitably qualified individual to fill the following position (on contract) for a period of three (3) years:

DIRECTOR OF SETTLEMENTS

POSITION SUMMARY:

The incumbent is responsible for providing strategic leadership, direction, planning and coordination of the goals, strategies, plans and policies of the Department of Settlements, Division of Settlements, Urban Renewal and Public Utilities, Tobago House of Assembly.

MAJOR DUTIES AND RESPONSIBILITIES:

- Directs and leads the development, interpretation, evaluation and recommendation of policies, procedures, rules and regulations for the effective operation of the Department of Settlements' programs;
- Leads the development and implementation of a comprehensive settlements plan in conjunction with stakeholders;
- Directs and leads initiatives in determining housing needs and oversees the planning, implementation, monitoring and evaluation of programs;
- Evaluates potential sites to determine the feasibility for using the site for affordable housing in collaboration with the project team;
- Provides oversight in the development of plans and designs, and assists in the review of plans and specifications during design development and construction phase;
- Manages the Department's budgetary allocation, requests releases and prepares budget estimates and financial reports;
- Establishes production targets and ensures that they are obtained;
- Performs other related duties as may be assigned.

ACCOUNTABILITIES:

- Monthly Reports.
- Staff Development Plans and Progress Reports.
- Supervision of the Department of Settlements.
- Quarterly and Annual Performance Appraisal reports for staff (to monitor and maintain a high level of productivity within the Department of Settlements).

ESSENTIAL SKILL SET:

To perform the job successfully, the incumbent should demonstrate the following competencies:

- Thorough knowledge of the development process as it relates to residential construction.
- Excellent analytical, problem solving and communication and interpersonal skills.
- Strong executive management and leadership skills.
- Strong knowledge and understanding of construction management.
- Strong organizational, detail oriented and time management skills.
- Excellent planning, organizing, and quality management skills.
- Strong knowledge and understanding of financial management and accountability;
- Demonstrated knowledge of policies, procedures and legislation governing land use, building construction and any other related area.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- A Post Graduate Degree in Business Administration, Business Management, Public Administration, Construction Management, Civil or Structural Engineering with a first degree in Construction, Structural or Civil Engineering, or any equivalent combination of education and experience within or related to the organization's business.
- A minimum of ten (10) years' experience in a senior executive position with at least five (5) years in a similar position.
- Experience at an executive or related management level in the Public Sector environment will be an asset.

APPLICATIONS MUST BE SUBMITTED BY: <u>15th October, 2021</u>
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Application along with curriculum vitae must be addressed to:

**The Administrator
Division of Settlements, Urban Renewal and Public Utilities
D Colosseum Building #2, Corner of Airport Bypass and Milford Road, Crown Point,
Tobago**

Or

Via email: surpu@tha.gov.tt

Unsuitable Applications will not be acknowledged.