



**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: MANAGER INFRASTRUCTURE DEVELOPMENT UNIT**

**JOB SUMMARY:**

Responsible for engineering works particularly as they relate to infrastructure development on the Agency's squatting sites and other sites under the purview of the Ministry of Housing & the Environment.

**REPORTS TO:**

- Reports directly to the Chief Executive Officer of the Land Settlement Agency.
- Required to interface with other LSA professional and non-professional staff involved in the construction exercise.

**SUPERVISION GIVEN TO:**

Unit and Support Staff

**DUTIES AND RESPONSIBILITIES:**

- Manages all staff of the Infrastructure Development Unit
- Advises on appropriate engineering techniques and technologies particularly with a view to incremental development
- Visits the Agency's sites with a view to formulating engineering solutions to infrastructural challenges
- Oversees the preparation of in-house engineering designs for the Agency's sites
- Oversees and contributes to the preparation of tender documents for engineering designs and engineering works to be contracted out
- Oversees the supervision of Contractors, Land Use Consultants, Land Surveyors for engineering designs and engineering works on the Agency's sites
- Prepares in consultation with financial personnel, the draft budgetary estimates for development programmes for each fiscal year
- Prepares programme of works on site-by-site basis and monitors implementation thereof
- Ensures appropriate training of all staff of the Engineering Unit
- Liaises with all Units of the Agency especially the TRU and CDU towards the development of viable human settlements

<ul style="list-style-type: none"> <li>▪ Liaises with a range of Regulatory/Approval Agencies</li> <li>▪ Represents the Agency on a range of sub-committees</li> <li>▪ Contributes to policy review</li> <li>▪ Keep under review, organizational structure of the IDU</li> <li>▪ Keep under review, performance of staff and recommends contract renewals</li> </ul>	
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of Engineering Statutory Approval Processes</li> <li>▪ Knowledge of the IDB Policies and Procedures</li> <li>▪ Knowledge of up to date Procurement Policies</li> <li>▪ PSIP Projections and Reporting</li> <li>▪ Land Use Planning, Surveying, GIS and Environmental Matters</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ To manage a multi-disciplinary team</li> <li>▪ To negotiate financial proposals with Consultants</li> <li>▪ To assess performance of staff and recommend training, where necessary</li> <li>▪ To advise on land development matters</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>▪ Degree from a recognized institution in Civil Engineering or Project Management</li> <li>▪ Master’s Degree in Business Administration or related field would be an asset</li> <li>▪ Considerable experience [fifteen (15) years or more] in the planning and implementation of civil infrastructural works</li> <li>▪ Experience in project planning</li> <li>▪ Suitable combination of experience and formal training in engineering</li> <li>▪ Engineering experience in irregular existing developments will be an asset</li> </ul>	