



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Housing and Village Improvement Programme (HVIP) Senior Coordinator

JOB SUMMARY:

The Land Settlement Agency (LSA) is responsible for establishing effective policies and programmes geared toward the management and sustainable development of communities as part of its mandate. The HVIP Coordinator is a supervisory position within the LSA, established to manage the implementation of the HVIP and coordinate all phases of the process. The incumbent will be responsible for advising and liaising with key stakeholders as required, in addition to providing leadership and management oversight of the day-to-day functions of the Unit.

REPORTS TO:

ADMINISTRATIVELY

- Chief Executive Officer

OPERATIONALLY

- Chairman of Land Settlement Committee

SUPERVISION GIVEN TO:

- Field Investigators, Project Manager and other Junior Staff.

DUTIES AND RESPONSIBILITIES:

- Manages the day to day functions of the HVIP Department.
- Ensures the implementation of the HVIP Policy and Strategic plan.
- Ensures the development and maintenance a HVIP client database
- Defines and re-engineers the core processes to achieve the department's strategic objectives.
- Develops and manages the department's budget and budget projections.
- Coordinates field surveys to inform development activities
- Prepares detailed implementation and monitoring plans, with appropriate indicators;
- Evaluates the performance of HVIP plans, and projects, undertaken in Designated Sites and Land Settlement Areas.
- Monitors the progress of HVIP construction works.
- Liaises with related agencies such as governmental and non-governmental organisations to effect collaborative approach to the achievement of the department's mandates.
- Interfaces with other LSA professional and technical LSA staff involved in the HVIP matters.
- Educates and counsels beneficiaries on all aspects of HVIP and mediates in situations where necessary.
- Plan and coordinate distribution events.

- Prepare detailed monthly status reports on HVIP projects and plans.
- Performs other related duties

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of Project management software
- Knowledge in analyzing in Quantitative and Qualitative Data
- Considerable knowledge and experience of the principles and practices of community development
- Knowledge in Construction Management
- Knowledge in event planning will be considered an asset
- Knowledge in preparing ministerial notes

SKILLS AND ABILITIES:

- Supervisory Skills
- Mediation Skills
- Proficient in Microsoft Office Suite
- Good communication (oral and writing) skills
- Ability to work in teams, with initiative and be able to work unsupervised

MINIMUM EXPERIENCE AND TRAINING

- Bachelor's Degree in the Social Sciences (or other related area of study) from a recognized University with specialization in Business, Management, or Engineering from a recognized University.
- Certification in Project Management/CAPM
- Certification in Mediation Skills.
- A minimum of six (6) Construction Experience.
- A minimum of two (2) years' Supervisory experience.
- Any equivalent combination of education and experience would be considered.