



## LAND SETTLEMENT AGENCY

**Unit : Infrastructure Development Unit**

**Position : Planning Technician**

---

---

### Job Summary

Performs site planning for the upgrade and physical development of squatter sites and Land Settlement Areas. Participates in the formulation, design and preparation of land use and layouts plans.

### Organizational Relationships

- Reports directly to the Senior Land Use Planner.
- Works closely with the Land Use Planner.

### Duties and Responsibilities

- Undertakes land information data collection assignments, as well as planning and land-use research exercises.
- Undertakes field inspections/investigations and planning related data, survey of sites.
- Prepares site planning appraisal reports concerning the physical environment, including land use, and the potential or constraints to development.
- Consults with planning authorities and other government agencies.
- Participates in the formulation, design and preparation of land-use, and layout plans, as a member of the planning team.
- Undertake the preparation and compilation of documents, plans etc. for submission to the planning approval authorities and other governmental agencies in the approval process.

### Qualifications, Training and Experience

- National Technician Certificate in a related field or any equivalent qualification.
- 3-5 years experience in a related field.
- Computer proficiency and literacy in Auto Cad / Land Desktop. MS Office Suites will be an asset.
- Good communication and writing skills.