

Job Title

Technical Assistant – Single Window Planning and Development Approval

Reports to

Secretary, Central Housing and Planning Authority

Job Description

The incumbent is required to be part of the Team to support the implementation of the single window planning and development system. This includes the management of the application intake process, and dealing with applications after consideration by the Central Housing and Planning Authority. The incumbent also requires to provide customer support to applicants.

Relationships and Responsibilities

Works under the direction of and reports to the Secretary of the Central Housing and Planning Authority.

Duties and Tasks

1. Review and assess planning and development applications for technical completeness, including correctness of building plans, and ensures applications are triaged to the Secretary of CHPA;
2. Deal with correspondence and enquiries from the public on submitting applications
3. Assist in recording the decisions made by the Central Housing and Planning Authority on development planning applications.
4. Assist in maintaining a record of decisions made by the Central Housing and Planning Authority on development planning applications;
5. Ensure the efficient dispatch of planning applications considered by the Central Housing and Planning Authority to Local Authorities for paper-based applications submitted;
6. Assist the Secretary of the Central Housing and Planning Authority in the preparation of meetings in respect to photocopying of documents, agenda, minutes etc. and circulate as required;

7. Ensure that office equipment is kept in working order at all times for the efficient day-to-day operation of the Department;
8. Assist in the maintenance of the Secretary of Central Housing and Planning Authority's records, particularly the decisions on Planning Applications;
9. Perform other related duties as directed by the Secretary of Central Housing and Planning Authority.

Qualifications and Experience:

- a) Demonstrated proficiency with computers and ability to work within a highly digitized environment;
- b) Excellent interpersonal skills and ability to work on a high performing team;
- c) Diploma in Architecture from the University of Guyana

OR

Technician Certificate in Architectural Drawing or Building and Civil Construction from GTI and two years' experience.