

Urban Planning and Development Department

1. Director of Urban Planning

- **Job Description:**
 - Oversee all urban planning and development activities.
 - Develop and implement urban planning policies and strategies.
 - Manage the department's budget and resources.
 - Ensure compliance with planning regulations and standards.
 - Collaborate with other departments, government agencies, and external partners on urban development projects.
 - Represent the department in public forums and meetings.
- **Job Specifications:**
 - **Responsibilities:**
 - Develop and implement strategic urban planning goals and objectives.
 - Monitor and evaluate the effectiveness of urban planning programs and policies.
 - Manage the department's budget, including forecasting and resource allocation.
 - Ensure all operations comply with local, state, and federal planning regulations.
 - Build and maintain relationships with key stakeholders, including government officials, community leaders, and developers.
 - Lead, motivate, and develop a team of urban planning professionals.
 - Prepare and present reports on departmental performance and urban development issues to senior management and elected officials.
 - Innovate and implement new technologies and practices to improve urban planning outcomes.
 - **Requirements:**
 - **Education:** Master's degree in Urban Planning, Architecture, or a related field.
 - **Experience:** 10+ years in urban planning, with at least 5 years in a senior leadership role.
 - **Skills:**
 - **Leadership:** Proven ability to lead and manage large teams and complex projects.
 - **Strategic Planning:** Experience in developing and executing long-term strategic plans.
 - **Budget Management:** Strong financial acumen and experience managing large budgets.
 - **Communication:** Excellent verbal and written communication skills, with the ability to present complex information clearly and effectively.
 - **Problem-Solving:** Strong analytical and problem-solving skills, with the ability to think strategically and implement innovative solutions.
 - **Stakeholder Management:** Ability to build and maintain strong relationships with a wide range of stakeholders.
 - **Certifications:** Relevant certifications in urban planning are preferred.
 - **Benefits:**

- Salary: QAR 35,000 per month
- Comprehensive health insurance
- Retirement plans
- Paid time off (30 days per year)
- Professional development opportunities

2. Assistant Director of Urban Planning

- **Job Description:**

- Assist the Director in managing department operations and executing urban planning projects.
- Develop and implement policies and procedures to improve urban planning processes.
- Oversee staff performance and ensure compliance with planning regulations.
- Manage departmental projects and initiatives, ensuring they are completed on time and within budget.

- **Job Specifications:**

- **Responsibilities:**

- Assist in the development and implementation of strategic urban planning goals and objectives.
- Support the Director in budget management and financial reporting.
- Coordinate activities among various units within the department to ensure seamless service delivery.
- Supervise, mentor, and develop junior staff.
- Ensure departmental operations comply with planning laws and standards.
- Handle public inquiries and complaints related to urban planning issues.
- Manage departmental projects, including planning, execution, monitoring, and reporting.
- Identify opportunities for process improvement and implement best practices.

- **Requirements:**

- **Education:** Bachelor's degree in Urban Planning, Architecture, or a related field.
- **Experience:** 8+ years in urban planning, with at least 3 years in a management role.
- **Skills:**
 - **Leadership:** Strong leadership and team management skills.
 - **Policy Development:** Experience in developing and implementing urban planning policies and procedures.
 - **Staff Management:** Proven ability to manage and develop staff.
 - **Communication:** Excellent verbal and written communication skills.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Project Management:** Experience managing projects from inception to completion.
- **Certifications:** Relevant certifications in urban planning are a plus.

- **Benefits:**
 - Salary: QAR 30,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (25 days per year)
 - Training and development programs

3. Urban Planning Manager

- **Job Description:**
 - Manage the daily operations of the Urban Planning Department.
 - Ensure compliance with planning regulations and standards.
 - Implement departmental policies and procedures to enhance urban planning processes.
- **Job Specifications:**
 - **Responsibilities:**
 - Oversee the execution of urban planning programs and initiatives.
 - Monitor staff performance and provide training and development opportunities.
 - Develop and manage departmental budgets.
 - Liaise with other departments and external partners on urban planning issues.
 - Address public complaints and inquiries related to urban planning.
 - Prepare and present reports on urban planning performance.
 - Identify areas for improvement and implement changes to enhance urban planning outcomes.
 - Ensure compliance with health and safety regulations.
 - **Requirements:**
 - **Education:** Bachelor's degree in Urban Planning, Architecture, or a related field.
 - **Experience:** 5+ years in urban planning or a related field.
 - **Skills:**
 - **Operations Management:** Strong ability to manage daily operations.
 - **Coordination:** Excellent coordination and organizational skills.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Communication:** Effective verbal and written communication skills.
 - **Budget Management:** Experience in managing budgets.
 - **Certifications:** Urban planning certifications are beneficial.
 - **Benefits:**
 - Salary: QAR 25,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (20 days per year)
 - Professional development opportunities

4. Urban Planner

- **Job Description:**
 - Develop and implement urban planning projects and initiatives.
 - Conduct research and analysis on urban development issues.
 - Ensure compliance with planning regulations and standards.
- **Job Specifications:**
 - **Responsibilities:**
 - Conduct research and analysis on urban development issues.
 - Develop and implement urban planning projects.
 - Prepare reports and presentations on urban planning issues.
 - Ensure compliance with local, state, and federal planning regulations.
 - Collaborate with other departments and external partners on urban planning projects.
 - Provide technical support and advice on urban planning issues.
 - Conduct community engagement and consultation on urban planning projects.
 - Monitor and evaluate the effectiveness of urban planning projects.
 - **Requirements:**
 - **Education:** Bachelor's degree in Urban Planning, Architecture, or a related field.
 - **Experience:** 3+ years in urban planning or a related field.
 - **Skills:**
 - **Technical Skills:** Strong technical skills in urban planning and development.
 - **Analytical Skills:** Ability to analyze urban development data and prepare reports.
 - **Communication:** Effective verbal and written communication skills.
 - **Problem-Solving:** Strong problem-solving abilities.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** Urban planning certifications are a plus.
 - **Benefits:**
 - Salary: QAR 18,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (15 days per year)
 - Training opportunities

5. Development Coordinator

- **Job Description:**
 - Coordinate urban development projects and initiatives.
 - Ensure compliance with planning regulations and standards.
 - Provide administrative support to the Urban Planning Department.
- **Job Specifications:**
 - **Responsibilities:**
 - Coordinate urban development projects and initiatives.
 - Ensure compliance with local, state, and federal planning regulations.
 - Provide administrative support to the Urban Planning Department.
 - Prepare reports and presentations on urban development issues.

- Communicate with other departments and external partners on urban development projects.
- Maintain accurate records and documentation of urban development projects.
- Assist in the development and implementation of urban planning policies and procedures.
- Participate in training programs on urban planning issues.
- **Requirements:**
 - **Education:** Bachelor's degree in Urban Planning, Architecture, or a related field.
 - **Experience:** 2+ years in urban planning or a related field.
 - **Skills:**
 - **Coordination:** Strong coordination and organizational skills.
 - **Communication:** Excellent verbal and written communication skills.
 - **Administrative Skills:** Proficiency in office administration and record-keeping.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** Urban planning certifications are a plus.
- **Benefits:**
 - Salary: QAR 15,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (12 days per year)
 - Training opportunities

6. GIS Specialist

- **Job Description:**
 - Develop and maintain geographic information systems (GIS) for urban planning.
 - Conduct spatial analysis and mapping for urban planning projects.
 - Ensure the accuracy and integrity of GIS data.
- **Job Specifications:**
 - **Responsibilities:**
 - Develop and maintain GIS databases for urban planning.
 - Conduct spatial analysis and mapping for urban planning projects.
 - Ensure the accuracy and integrity of GIS data.
 - Prepare maps and visualizations for urban planning projects.
 - Collaborate with other departments and external partners on GIS projects.
 - Provide technical support and advice on GIS issues.
 - Conduct training and awareness programs on GIS for urban planning.
 - Monitor and evaluate the effectiveness of GIS for urban planning projects.
 - **Requirements:**

- **Education:** Bachelor's degree in Geographic Information Systems, Urban Planning, or a related field.
- **Experience:** 3+ years in GIS for urban planning or a related field.
- **Skills:**
 - **Technical Skills:** Strong technical skills in GIS and spatial analysis.
 - **Analytical Skills:** Ability to analyze and interpret GIS data.
 - **Communication:** Effective verbal and written communication skills.
 - **Problem-Solving:** Strong problem-solving abilities.
 - **Attention to Detail:** Meticulous in maintaining GIS data.
 - **Teamwork:** Ability to work collaboratively with other team members.
- **Certifications:** GIS certifications are a plus.
- **Benefits:**
 - Salary: QAR 18,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (15 days per year)
 - Training opportunities

7. Zoning Officer

- **Job Description:**
 - Enforce zoning regulations and standards.
 - Review and approve zoning permits and applications.
 - Conduct inspections to ensure compliance with zoning regulations.
- **Job Specifications:**
 - **Responsibilities:**
 - Enforce zoning regulations and standards.
 - Review and approve zoning permits and applications.
 - Conduct inspections to ensure compliance with zoning regulations.
 - Investigate zoning complaints and violations.
 - Prepare reports on zoning activities and compliance.
 - Provide technical support and advice on zoning issues.
 - Collaborate with other departments and external partners on zoning issues.
 - Conduct training and awareness programs on zoning regulations.
 - **Requirements:**
 - **Education:** Bachelor's degree in Urban Planning, Architecture, or a related field.
 - **Experience:** 3+ years in zoning enforcement or a related field.
 - **Skills:**
 - **Regulatory Knowledge:** Strong understanding of zoning regulations and standards.
 - **Analytical Skills:** Ability to analyze zoning data and prepare reports.
 - **Communication:** Effective verbal and written communication skills.
 - **Problem-Solving:** Strong problem-solving abilities.

- **Attention to Detail:** Meticulous in conducting inspections and reviews.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** Zoning certifications are a plus.
- **Benefits:**
 - Salary: QAR 18,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (15 days per year)
 - Training opportunities

8. Planning Technician

- **Job Description:**
 - Provide technical support for urban planning projects.
 - Conduct fieldwork and collect data for urban planning studies.
 - Assist in the preparation of reports and presentations.
- **Job Specifications:**
 - **Responsibilities:**
 - Provide technical support for urban planning projects.
 - Conduct fieldwork and collect data for urban planning studies.
 - Assist in the preparation of reports and presentations.
 - Maintain accurate records and documentation of urban planning projects.
 - Ensure compliance with planning regulations and standards.
 - Assist in the development and implementation of urban planning policies and procedures.
 - Provide support to urban planners and managers.
 - Participate in training programs on urban planning issues.
 - **Requirements:**
 - **Education:** Technical diploma or equivalent in a related field.
 - **Experience:** 2+ years in an urban planning technician role.
 - **Skills:**
 - **Technical Proficiency:** Strong technical skills in urban planning and data collection.
 - **Analytical Skills:** Ability to analyze and interpret urban planning data.
 - **Attention to Detail:** Meticulous in maintaining records and documentation.
 - **Communication:** Effective verbal and written communication skills.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** Urban planning certifications are a plus.
 - **Benefits:**
 - Salary: QAR 12,000 per month
 - Comprehensive health insurance
 - Paid time off (12 days per year)
 - Professional development opportunities

