

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

**Ministry:**

Housing and Lands

**Post:**

Principal Housing Development Officer

**Salary:**

Rs 45,275 x 1,500 – 58,775 x 1,800 – 65,975 (26 70 83)

**Effective Date:**

20 May 2015

**Qualifications:**

By selection from among Housing Development Officers who reckon at least five years' service in a substantive capacity in the grade and who –

A. possess a Master's Degree from a recognised institution in one of the following fields –

- Housing
- Engineering
- Planning
- Architecture
- Quantity Surveying
- Actuarial Science
- Project Management

or an equivalent qualification acceptable to the Public Service Commission.

B. possess organising and administrative skills and leadership qualities.

**Role and  
Responsibilities**

To assist in matters relating to housing development and in the formulation of strategies and policies in the Housing sector.

**Duties:**

1. To assist the Chief Housing Development Officer in the discharge of the day-to-day administration of the Housing Division.
2. To advise on housing policies and strategies.
3. To supervise and co-ordinate the work of subordinate staff.
4. To provide guidance and training to Housing Development Officers.

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**CERTIFIED CORRECT**



*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

**20 May 2015**

**Date.....**



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5. To carry out site visits, as and when required.
6. To use ICT in the performance of his duties.
7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Principal Housing Development Officer in the roles ascribed to him.



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