

**'''Job Description
Permanent Secretary for Housing, Planning and Lands (Housini +**

Rank : Administrative Officer Staff Grade A1 (D8)

Responsible to : Secretary for Housing, Planning and Lands

Major Duties and Responsibilities -

1. to serve as Director of Housing;
2. to assist Secretary for Housing, Planning and Lands (SHPL) in formulating and reviewing Government's policies and strategies relating to the development of both the public and private housing sectors, and support him in working with the Legislative Council (LegCo) and Housing Authority (HA);
3. subject to the direction of SHPL, to explain and defend policies in the LegCo Panels and Committees and in public;
4. to steer and co-ordinate with other Government departments/bureaux to achieve smooth, timely and effective implementation of housing policies and programmes;
5. to serve as Controlling Officer for the resources allocated to the Housing Department (HD) and to ensure their proper deployment;
6. to manage the staffing resources in HD to best support the implementation of policies;
7. to uphold the reliability and professional standards in the delivery of services by HD;
8. to oversee implementation of the recommendations of the Report on the Review of the Institutional Framework for Public Housing announced by the Chief Secretary for Administration, under the direction of SHPL;
9. to act as the chief executive of HA, directing and supervising the newly established HD in all areas of its work including the development, construction, allocation, management and sale of public and Government subsidized housing, and all other related activities including attendance at the meetings of HA's key committees;
10. to liaise with the Housing Society, Urban Renewal Authority and private developers in the provision of housing;
11. to co-ordinate the activities of Government departments to ensure an adequate supply of land to meet the demand for housing;
12. to develop the policy on rehousing for people affected by redevelopment or clearances; and
13. to monitor the residential property market.