

JOB TITLE/ Chức danh: URBAN PLANNING MANAGER	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> Head of Design Management	Positions Reporting to this Position <i>Nhận báo cáo từ:</i>
Summary of Duties/ Tóm tắt nhiệm vụ - Lead the integrated planning of development proposals to provide for innovative, affordable, sustainable and context-appropriate urban development. - Provide direction on complex, high profile planning/development issues that include development permit processing, by-law amendment processing, subdivision and phased or comprehensive development projects. - Liaise, collaborate and negotiate with internal and external stakeholders in order to move development applications through legislatively required processes.	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc - Develop and manage comprehensive urban planning initiatives, including land use, zoning, transportation, and environmental impact strategies - Lead the preparation and review of master plans, site development proposals, and regulatory frameworks - Collaborate with municipal authorities, architects, engineers, and developers to ensure compliance with planning regulations and community objectives - Conduct feasibility studies, demographic analyses, and environmental assessments to inform planning decisions - Oversee public consultation processes and engage with community stakeholders to gather input and address concerns - Monitor urban development trends and recommend policy updates to support smart growth and sustainability - Supervise planning staff and coordinate cross-functional teams to ensure timely and effective project delivery - Facilitate public engagement through workshops and meetings, presenting reports and recommendations to municipal agencies, advisory boards, and the public. - Participate in budget preparation and administration, and monitor expenditures for planning-related activities. - Provide creative ideas, advice and decision for project implementation; - Study and analyze design, give advice on construction regulation, material, general issues to project team and clients; - Supervise Design team, review Design from Consultant to ensure the design done effectively and finish on good quality; - Follow up, updating Design Times Schedule, Design outstanding issue, directly report to line manager and related Head of Project. - Prepare reports, presentations, and documentation for internal and external stakeholders. - Perform other assigned tasks;	
Essential Qualifications/ Trình độ chuyên môn Bachelor's or Master's degree in Urban Planning, Architecture, Civil Engineering, or a related field	Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu) ➤ Knowledge: - Must have a strong understanding of urban planning principles, land use right, and sustainable development practices.

• Minimum 7–10 years of experience in urban planning or land development, with at least 3 years in a managerial role.	• Proved-leadership skills and a solid track record of planning accomplishments and innovation. • Strong knowledge of zoning laws, land use regulations, and environmental planning standards • Proficiency in GIS, AutoCAD, and urban planning software tools is preferred. ➤ Skills: • Excellent Vietnamese and English-speaking skill. • Excellent leadership, communication, negotiation, and stakeholder engagement skills • Ability to manage multiple projects and deadlines in a dynamic environment • Strategic thinker with a passion for sustainable urban development • Collaborative mindset and ability to work across departments and agencies • Strong analytical and problem-solving skills with attention to detail.
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Approval/ Phê duyệt

Accepted by/Chấp nhận

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Date/Ngày:

BENEFIT/ Lương, thưởng, đãi ngộ:	WORK PLACE/ Địa điểm làm việc: HCM city, Vietnam
Level Level: Manager	Industry/ Ngành nghề: Real estate developer
Team size	Language/ Ngôn ngữ: English
Ghi chú cho người giới thiệu (quan trọng)	