

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO 54 OF 2017

Vacancy for the Post of Planning and Development Officer

Local Government Service

(Details of this advertisement are also available at <http://lgsc.govmu.org>)

Applications are invited from qualified officers in the grade of Planning and Development Inspector who wish to be considered for appointment as Planning and Development Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 29400 x 775 - 32500 x 925 - 37125 x 1225 - 40800 x 1525 - 49950 x 1625 - 56450 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 29400 a month plus salary compensation at approved rates

II. QUALIFICATIONS:

A. By selection from among officers in the grade of Planning and Development Inspector of the Local Government Service reckoning at least two years' service in the grade and possessing a Degree in Town and Country Planning or Urban Planning from a recognised institution or an equivalent qualification acceptable to the Local Government Service Commission.

B. Candidates should:

- (i) have leadership qualities;
- (ii) have good communication, interpersonal and organisational skills;
- (iii) have a high sense of integrity, responsibility and maturity; and
- (iv) be computer literate.

NOTE:

1. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.
2. Candidates should enclose photocopies of their National Identity Card, academic/professional qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.

III. ROLES AND RESPONSIBILITIES:

To be responsible to the Chief Executive of the Council through the Head, Land Use and Planning Department for:

- (i) supervision, monitoring and general management of all sections of the Land Use and Planning Department;
- (ii) organisation of the registration, classification and processing of applications for Building and Land Use Permit, Morcellement Permit, Land Conversion Permit and EIA Licence;
- (iii) the implementation and application of the relevant parts of:
 - (a) The Building Control Act;
 - (b) The Road Act;
 - (c) The Local Government Act;
 - (d) The Town and Country Planning Act;
 - (e) The Business Facilitation Act; and
 - (f) Any other Acts of Parliament that may come into force
- (iv) administration, management and discipline of the staff of the Land Use and Planning Department.

IV. DUTIES:

1. To assist in the organisation, management and supervision of the Land Use and Planning Department.
2. To monitor proposed development projects to ensure compliance with the conditions laid down in the permit.
3. To check illegal development and taking remedial action accordingly.
4. To advise applicants for Building and Land Use Permit and on the planning policy of the Council.
5. To devise the basis for zoning regulations and planning guidelines.
6. To prepare and update the outline and detailed planning schemes and/or any other development plans.

7. To represent the Council in meetings related to building development and other related issues.
8. To advise on the issue or otherwise of development and/or Building and Land Use Permit.
9. To ensure the proper monitoring and coordination of the progress of projects of the Land Use and Planning Department.
10. To advise generally on Town/Country Planning issues and priorities and, where applicable, on land development.
11. To provide proper training guidance to junior staff.
12. To draft reports, submit information required by the Head, Land Use and Planning Department.
13. To attend court and apply the Town and Country Planning Act and all relevant acts.
14. To attend to appeal cases.
15. To process Preliminary Environment Report (PER) applications.
16. To use ICT in the performance of his duties.
17. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from incumbents in the roles ascribed to them according to their posting.

V. MODE OF APPLICATION

(i) Qualified candidates should submit their applications:

(a) **either**

on **LGSC Form 7** which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

(b) **or**

online through the website of the LGSC at <http://lgsc.govmu.org>
or through the Government Citizen Portal at
<http://citizen.govmu.org>

Note 1: Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC at the above-mentioned address.

Note 2: Prospective candidates willing to submit their application online may also call during weekdays **either** at the seat of the Local Government Service Commission from 13 00 to 15 00 hours **or** at any Local Authority during the prescribed hours where such facilities are offered free of charge.

- (ii) Candidates are encouraged to submit their applications online.
- (iii) Candidates should submit their applications **in duplicate**, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.
- (iv) Candidates are advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the application form.
- (v) The envelope should be clearly marked on the top left-hand corner :-

**“Post of Planning and Development Officer,
Local Government Service”**

VI. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Thursday 17 August 2017.**

IMPORTANT

- (i) *Qualifications and equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.*

- (ii) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iii) *Applications not made on the prescribed form will not be considered.*
- (iv) *Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time lies solely on applicants.*
- (v) *The Commission reserves the right:*
 - (a) *not to make any appointment following this advertisement; and*
 - (b) *to convene only the best qualified candidates for interview.*

Local Government Service Commission
Louis Pasteur Street
FOREST SIDE

Date: 4 August 2017