

LOCAL GOVERNMENT SERVICE COMMISSION

Vacancy for the Post of Planning and Development Assistant

Local Government Service

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

Applications are invited from qualified candidates who wish to be considered for appointment as Planning and Development Assistant in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 14600 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 31725 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 14600 a month plus salary compensation at approved rates.

II. AGE LIMIT:

Candidates should have reached their 18th birthday and unless already in the Local Government Service/Public Service/ Approved Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS:

A. A Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Geometrical & Mechanical Drawing **or** Design & Technology (Communication) obtained on one certificate

Or

Passes in at least two subjects including Geometrical & Mechanical Drawing or Design & Technology (Communication) obtained on one certificate at the General Certificate of Education 'Advanced Level'

Or

An equivalent qualification acceptable to the Local Government Service Commission

B. Candidates should 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/technical qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.**
- 3. Candidates may be requested to submit a character certificate.**

IV. DUTIES:

1. To be responsible to the Head, Land Use and Planning Department in organising the registration, classification and processing of the application for Building and Land Use Permit and related matters.
2. To assist the Planning and Development Inspector and Planning and Development Officer in their day to day duties.
3. To assist in the completion and preparation of the annual report and statistics of the Land Use and Planning Department.
4. To report immediately on all cases where action is required in compliance with relevant laws and regulations.
5. To advise applicants as regards compliance with relevant guidelines, laws and regulations when submitting applications.
6. To assist in the prompt investigation into complaints from members of the public.
7. To compile information and assist in the preparation of court cases.
8. To use ICT in the performance of his/her duties.
9. To perform such duties directly related to the main duties listed above or related to the delivery of the 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 applications online may also call on 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 already in the Local Government Service 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 Assistant - 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 Tuesday 11 July 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.*
- (vi) *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: 28 June 2017