

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 68 OF 2023

VACANCY FOR THE POST OF HEAD, LAND USE AND PLANNING DEPARTMENT

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

Applications are invited from among officers in the grade of Planning and Development Officer of the Local Government Service who wish to be considered for appointment as Head, Land Use and Planning Department in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 80100 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 40300 a month plus salary compensation not approved rates.

2. QUALIFICATIONS

- A. By selection from among officers in the grade of Planning and Development Officer of Local Government Service reckoning at least four years' post qualification experience in the public or private sector.
- B. Candidates should:
- (i) possess sound administrative and organizing abilities and supervisory skills;
 - (ii) have good communication and strong interpersonal skills and leadership capabilities;
 - (iii) be committed, proactive, visionary and strategic thinkers; and
 - (iv) be computer literate.

NOTE:

- 1 *The onus for the submission of written evidence of knowledge/experience claimed and equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge/experience claimed and Equivalence Certificate, as appropriate, by the closing date.*
- 2 *Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications.*

- 3 *Applicants are informed that they may be outposted to any sub office of the Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

3. ROLE AND RESPONSIBILITIES

To be responsible to the Chief Executive of the Council for the:

- (i) overall planning, organization and coordination of activities of the Land Use and Planning Department;
- (ii) 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.
- (iii) overall management and administration of the human resources of the Land Use and Planning Department; and
- (iv) organisation of the registration, classification and processing of applications for development permits, including Building and Land Use Permits.

4. DUTIES

- 1. To plan, organise, co-ordinate and manage the activities of the Land Use and Planning Department.
- 2. To monitor development control as prescribed under the Town and Country Planning Act and any other relevant acts and regulations.
- 3. To devise the basis for zoning regulations and planning guidelines.
- 4. To prepare and implement, in consultation with relevant authorities, the Outline Planning Schemes.
- 5. To represent the Council in meetings related to planning, development and other related issues.
- 6. To attend to appeal and court cases.

7. To advise generally on Town/Country Planning issues and priorities and where applicable, on the development.
8. To supervise the work of staff working in the Land Use and Planning Department and ensure on the job training whenever required.
9. To use ICT in the performance of his duties.
10. 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.

5. MODE OF APPLICATION

- (i) Qualified candidates should submit their applications on LGSC Form 7a which may be obtained either from the Office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

Note: Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the following address: <http://lgsc.govmu.org>

- (ii) 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.
- (iii) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.
- (iv) The envelope should be clearly marked on the top left-hand corner:-

“Post of Head, Land Use and Planning Department”

6. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15. 00 hours on Thursday 13 July 2023.**

IMPORTANT

- (i) Qualifications/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: 30 June 2023