

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 10 OF 2023

**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 officers in the grade of Planning and Development Inspector of the Local Government Service 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 31525x825 - 35650x900 - 37450x950 - 42200x1300 - 46100x1575 - 49250x1650 - 54200x1700 - 62700 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 31,525 a month.

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 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 Equivalence Certificate, as appropriate, by the closing date.**
2. **Candidates should enclose photocopies of their National Identity Card, academic/technical qualifications and, where applicable, relevant documentary evidence of all experience claimed.**

3. **Candidates 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.**

III. ROLES AND RESPONSIBILITIES:

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

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

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 and 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.

IV. 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 website of the Local Government Service Commission at 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 Planning and Development Officer,
Local Government Service”**

V. CLOSING DATE:

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on 30 January 2023.**

IMPORTANT

- (i) *Qualifications/ equivalence of qualifications and recognition of institution 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: 17 January 2023