

**LOCAL GOVERNMENT SERVICE COMMISSION**  
**VACANCIES FOR THE POST OF LOCAL DISASTER MANAGEMENT**  
**COORDINATOR IN THE 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 **Local Disaster Management Coordinator** in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 25,525 a month.

**2. Age Limit:**

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

**3. Qualifications:**

**A.** By selection from among candidates who possess a degree in Sociology **or** Business Administration **or** Management from a recognized institution.

**OR**

An equivalent qualification acceptable to the Local Government Service Commission.

**B.** Candidates should:-

- (i) reckon at least five years' experience in the implementation of community mobilization programmes and activities;
- (ii) possess strong motivational and interpersonal skills with ability to establish and maintain effective working relationships with people of different backgrounds;
- (iii) be able to work under pressure; and
- (iv) be computer literate.

- NOTE 1:** Candidates should produce written evidence of experience claimed.
- NOTE 2:** The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.
- NOTE 3:** Candidates should enclose photocopies of their National Identity Card and academic/professional qualifications.
- NOTE 4:** Candidates may be requested to submit a Certificate of Character.
- NOTE 5:** Candidates are informed that they may be outposted to any sub office of the Local Authority.

#### **4. Role and Responsibilities:**

To be responsible to the Chief Executive for the coordination of all disaster risk reduction and management activities in respect of the area under the jurisdiction of the Local Authority and to be the Liaison Officer between the Local Authority and the National Disaster Risk Reduction and Management Centre.

#### **5. Duties:**

1. To carry out in collaboration with the National Disaster Risk Reduction and Management Centre (NDRRMC) and in consultation with the Local Disaster Risk Reduction and Management Committee (LDRRMC), disaster risk analysis and vulnerability assessment through:-
  - (i) risk assessment and hazard mapping;
  - (ii) conduct of awareness and sensitisation campaigns;
  - (iii) development of contingency plans in consultation with all stakeholders;
  - (iv) identification of resources for deployment during emergency situation; and
  - (v) engagement and assistance in educating local communities on disasters by conducting drills and simulation exercises.
2. To coordinate:-
  - (i) with all stakeholders during disasters by communicating regular situation reports to National Emergency Operations Command;

- (ii) with local communities during evacuation exercises; and
  - (iii) with all stakeholders during response and relief phase.
3. To coordinate activities with all stakeholders during recovery phase by:-
- (i) liaising with local communities on post-crisis rehabilitation and social reintegration ; and
  - (ii) implementing lessons learnt during preparedness and recovery phases.
4. To prepare a Local Disaster Management Plan for the Local Authority and an annual plan for preventive measures to be undertaken and formulate strategies towards attaining set objectives.
5. To keep proper records pertaining to disaster.
6. To use ICT in the performance of his duties.
7. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Local Disaster Management Coordinators in the roles ascribed to them.

**NOTE:**

The Local Disaster Management Coordinator would be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and other natural calamities and emergencies.

**6. 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 Local Government Service Commission 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 Local Government Service Commission 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 1.00 pm to 3.00 pm **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 Local Disaster Management Coordinator-  
Local Government Service”**

**7. Closing Date:**

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 pm on Thursday 19 July 2018.**

**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: 6 July 2018**