

LOCAL GOVERNMENT SERVICE COMMISSION

PUBLIC ADVERTISEMENT NO 4 OF 2024

**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 17305 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 36550 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 17305 a month.

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 **45th** 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 and Mechanical Drawing **or** Design and Technology (Communication) **or** Design and Technology obtained on one certificate

Or

Passes in at least two subjects including Geometrical and Mechanical Drawing **or** Design and Technology (Communication) **or** Design and Technology 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 written evidence of experience/knowledge 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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.*
- 2. Candidates should enclose photocopies of their National Identity Card and academic/technical/professional qualifications.*
- 3. Candidates may be requested to submit a character certificate.*
- 4. Candidates are informed that they may be outposted to any Sub Office of a Local Authority, and also, with the approval of the appropriate authority, to any Local Authority where their services will be required.*

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 Planning and Development Assistants in the roles ascribed to them according to their postings.

V. MODE OF APPLICATION:

- (i) Qualified candidates should submit their applications on **LGSC Form 7a** which may be obtained from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side and 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 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.
- (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 as follows: -

**“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 Thursday 29 February 2024**.

IMPORTANT

- (i) **Qualifications and 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: 16 February 2024