

Local Government Service Commission Circular No. 5 of 2012

Assignment of duties at the level of Chief Executive in the Local Government Service

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

LIMITED COMPETITION

Applications are invited from qualified serving officers of the Local Government Service who wish to be considered for assignment of duties at the level of Chief Executive in the Local Government Service.

2. Qualifications :

By selection from among officers in the grade of Deputy Chief Executive, possessing a degree or a professional qualification and having four years' experience in the grade.

Candidates should also: -

- (i) possess good analytical skills and be able to adopt a multi-disciplinary approach to problem-solving;*
- (ii) be versatile and adaptable to different work situations and conditions;*
- (iii) demonstrate high ethical standards and shared values;*
- (iv) have a high sense of responsibility, maturity and integrity;*
- (v) be familiar with modern trends and techniques in management and capitalize on technology and invest in the future; and*
- (vi) encourage initiative, innovation and collaboration.*

Note: Candidates should enclose photocopies of their National Identity Card and academic/professional qualifications and where applicable, relevant documentary evidence of experience claimed in a managerial capacity.

3. Salary:

A Local Government Officer on the Permanent and Pensionable Establishment, assigned the duties of Chief Executive, will be eligible for an allowance representing the difference between the salary of Chief Executive (Rs. 75,000) and the salary reached in the salary scale of his/her substantive post. The Officer will benefit from all the privileges attached to the post in accordance with the regulations governing employment in the Local Government Service.

4. Duties :

1. To execute the statutory duties laid down in -
 - (a) the Local Government Act;
 - (b) the Local Government Service Commission Act, 1975 as subsequently amended; and

- (c) other legislation relating to Council activities or as may be relevant.
2. To be the Chief Adviser of the Council in all matters falling within the purview of Local Government Legislation.
3. To exercise administrative and financial control and to take appropriate action to ensure that the provisions of Local Government Legislation are implemented.
4. To implement decisions of the Council and the Ministry of Local Government in a timely manner.
5. To be responsible for the overall administration of the Council including the management of Council funds and to coordinate, ensure smooth running of work in all departments and sections.
6. To ensure the timely preparation and publication of the Annual Administrative Report.
7. To tender sound advice on any matter falling within the jurisdiction of the Council.
8. To be responsible for maintaining good industrial relations and for conducting all negotiations with Trade Unions.
9. To act as Secretary of the Council Committee Meetings and attend meetings convened by Ministries and any other organisations, whenever required.
10. To represent or assist the Council in Legal proceedings.
11. To act as Secretary of the Local Cyclone Authority, the Regional Cyclone Committee and ensure the manning of refugee centres, as required.
12. To be on duty during cyclones as and when required and to liaise with the Police and Social Security Officers of the area.
13. To perform such other duties falling within the ambit of Local Government Legislation, and as the Council or the Permanent Secretary, Ministry of Local Government and Outer Islands, may from time to time assign to him.

5. **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.gov.mu> or through the Government Citizen Portal at <http://citizen.gov.mu>;

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 13 00 hours to 15 00 hours **or** at any Local Authority during the prescribed hours where such facilities are offered free of charge.

Note 3: Acknowledgement of application will be made as far as possible by email.

(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 Chief Executive, Local Government Service”

6. 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 15 00 hours on **Friday 10 February 2012**.

IMPORTANT

- (i) 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 be rejected.
- (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 not to make any appointment following this advertisement.

**Local Government Service Commission,
Louis Pasteur Street,
Forest Side.**

Date: 20 January 2012