

Local Government Service Commission Circular Note No. 79 of 2011

**Vacancies for the Post of Deputy Chief Executive
in the Local Government Service**

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

Applications are invited from qualified candidates who wish to be considered for appointment as Deputy Chief Executive in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs. 42,500 x 1250 - 50,000 x 1500 - 56,000 x 2000 - 62,000 a month plus salary compensation at approved rates.

Appointment in a temporary capacity carries salary at the flat rate of Rs 42,500 a month plus salary compensation at approved rates.

2. Qualifications :

(A) By selection from Assistant Chief Executives in the Local Government Service reckoning at least five years' experience in the grade.

(B) Candidates should :

- (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 situation and conditions;*
- (iii) be familiar with modern trends and techniques in management;*
- (iv) have a high sense of responsibility and maturity; and*
- (v) be computer literate.*

3. Duties :

1. To deputise for the Chief Executive of the Council in his absence and to give general assistance and support to the Chief Executive in -
 - (a) the day-to-day administration of the Council;
 - (b) the implementation of Local Government policies, goals and objectives;

- (c) executing his statutory duties as laid down by :
 - (i) The Local Government Act;
 - (ii) The Local Government Service Commission Act 1975 as subsequently amended;
 - (iii) Other legislation relating to Council activities.
 - (d) ensuring good industrial relations and conducting negotiations with trade unions;
 - (e) ensuring that the provisions of the Local Government Legislation and other relevant legislation are implemented;
 - (f) assisting the Chief Executive in keeping an overall control of all sections including supervision over all Heads of Department.
2. To initiate and implement programmes aiming at enhancing the overall efficiency and effectiveness of the Local Authority.
 3. To ensure the most economical, efficient and effective use of resources.
 4. To be responsible for the preparation of the draft Annual Estimates in collaboration with the Head Finance Department and all other Heads of Department.
 5. To act as Secretary of meeting and to attend Council, Committee meetings, meetings held by Ministries, the Association of Urban Authorities and other organizations as required by the Chief Executive.
 6. To have the custody of Council's and Committee's records.
 7. To promote the welfare of staff, improve and ensure that the working environment is conducive to efficiency.
 8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their posting.

4. 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 Deputy Chief Executive, Local Government Service"

5. 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 p.m on 05 December 2011**.

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: 14 November 2011