

Local Government Service Commission Circular Note No. 6 of 2012

**Vacancy for the Post of Planning Officer
in the Local Government Service**

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

Applications are invited from qualified serving officers of the Local Government Service who wish to be considered for appointment as Planning Officer in the aforesaid service.

The permanent and pensionable post carries salary in the scale of Rs 22 000 x 600 - 23 200 x 800 - 28 000 x 1000 - 30 000 x 1 250 - 40 000 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 22 000 a month plus salary compensation at approved rates.

2. Qualifications:

By selection from among Planning Inspectors 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.

NOTE 1: *Candidates should enclose photocopies of their National Identity Card and academic/professional qualifications and, where applicable, relevant documentary evidence of experience claimed.*

NOTE 2: *Candidates should also*

- (i) have good communication and interpersonal skills;*
- (ii) have a high sense of integrity, responsibility and maturity;*
- (iii) have potential and ability to command and lead a team and promote team work and exercise authority;*
- (iv) possess organizational skills; and*
- (v) be computer literate*

3. Role and Responsibilities

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

- (i) supervision, monitoring and general management of all sections of the Planning Department;*
- (ii) organization of the registration, classification and processing of applications for Building and Land Use Permit, Morcellement Permit, Land Conversion Permit and EIA Licence; and*

(iii) *the implementation and application of the relevant parts of:*

- (a) *The Building Act;*
- (b) *The Road Act;*
- (c) *The Local Government Act;*
- (d) *The Town and Country Planning Act;*
- (e) *The Business Facilitation Act; and*
- (f) *Any other Acts of Parliament that may come into force.*

(iv) *administration, management and discipline of the staff of the Planning Department.*

4. Duties:

1. To monitor proposed development projects to ensure compliance with the conditions laid down in the permit;
2. To check illegal development and taking remedial action accordingly;
3. To advise applicants for Building and Land Use Permit and on the planning policy of the Council;
4. To devise the basis for zoning regulations and planning guidelines;
5. To prepare and update the outline and detailed planning schemes and/or any other Development plans ;
6. To represent the Council in meetings related to building development and other related issues;
7. To advise on the issue or otherwise of development and/or Building and Land Use Permit;
8. To ensure the proper monitoring and coordination of the progress of projects of the Planning Department.
9. To advise generally on Town/Country Planning issues and priorities and, where applicable, on land development;
10. To provide proper training and guidance to junior staff;
11. To draft reports, submit information required by the Head, Planning Department;

12. To attend court and apply the Town and Country Planning Act and all relevant act;
13. To supervise and organize the distribution of work in the planning section;
14. To use ICT in the performance of his duties
15. 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.

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 wishing to submit their application online may also call during 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 Planning Officer, 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 3.00 p.m on **Monday 13 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: 24 January, 2012