

Vacancy for Post of Planning Assistant

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 Planning Assistant in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 10 000 x 200 – 10 200 x 250 – 11 700 x 300 – 13 800 x 400 – 15 000 x 500 – 16 000 x 600 – 21 400 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs. 10 000 a month plus salary compensation at approved rates.

2. 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 40th birthday by the closing date for the submission of applications.

3. Qualifications:

- A. (i) A Cambridge School Certificate with credits in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings; or**
- (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.**

NOTE:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Geometrical & Mechanical Drawing or Design & Technology (Communication) obtained on one certificate or Passes in at least two subjects including Geometrical & Mechanical Drawings or Design & Technology (Communication) obtained on one certificate at the General Certificate of Education "Advanced Level".

Or

Equivalent qualification to A & B acceptable to the Local Government Service Commission.

- C. Candidates should be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

4. Duties:

1. *To be responsible to the Head, Planning Department in organizing the registration, classification and processing of the application for Building and Land Use Permit and related matters.*
2. *To assist the Planning Inspector and Planning Officer.*
3. *To assist in the completion and preparation of the annual report and statistics of the Planning Department.*
4. *To report immediately on all cases where action is required in compliance with the 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 use ICT in the performance of his duties.*
8. *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 LGSC 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 LGSC 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 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 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 :-

"Post of Planning Assistant - 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 Thursday 2 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: 13 January 2012