

Local Government Service Commission Circular Note No. 12 of 2009

Vacancy for the Post of Assistant Chief Executive

Local Government Service

Applications are invited from qualified serving officers of the Local Government Service who wish to be considered for appointment as Assistant Chief Executive in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 19,000 x 600 – 23,200 x 800 – 28,000 x 1000 – 30,000 x 1250 – 40,000 a month. Appointment in a temporary capacity carries salary at the flat rate of Rs 19,000 a month.

2. Qualifications :

(A) Limited Competition

By selection from among officers not below the grade of Executive Officer possessing a Diploma in Management or related field and reckoning at least seven years' service.

(B) *Candidates both for limited and open competition should :*

- (i) *have a good command of English;*
- (ii) *have good interpersonal and communication skills;*
- (iii) *possess a critical and analytical mind and have a multi-disciplinary approach to problem-solving,*
- (iv) *have potential and ability to command and lead others, to promote team work and exercise authority;*
- (v) *have a high degree of maturity in evaluating and analyzing matters of public concern;*

(vi) *be versatile and have the ability to adapt to different work situations;*

(vii) *be computer literate.*

NOTE : *Candidates will be required to take part in the qualifying examination conducted by the Local Government Service Commission designed to assess their potential and aptitude for administrative work and their ability for problem solving.*

Candidates should produce written evidence of all experience claimed.

3. Duties :

1. To assist the Chief Executive and/or Deputy Chief Executive in –
 - (a) the day-to-day administration of the Council;
 - (b) executing the Chief Executive’s statutory duties as laid down in –
 - (i) The Local Government Act;
 - (ii) The Local Government Service Commission Act 1975 as subsequently amended;
 - (iii) Other relevant legislation.
 - (c) coordinating the various services of the Council and exercising administrative and financial control in all departments and sections.
2. To attend meetings of the Council, Committees and Sub-Committees and meetings with other departments and ministries as and when required.
3. To ensure the implementation of the decisions of the Council and Committees.
4. To act as Secretary of Meetings and Committees and follow up action.
5. To be responsible for the publication of notices, including tenders, in the press or otherwise.
6. To act as public relations officer/contact person with the media as and when required and ensure proper follow-up.

7. To supervise and coordinate sports and welfare activities as well as other related activities such as civic week, welfare month and community work, etc. organised by the Council.
8. To liaise with Heads of Departments and to ensure that all complaints and queries are attended to in time.
9. To be responsible for the administration and supervision of office staff of the Council including Village Councils.
10. To exercise strict control over all financial and stores transactions and Village Councils.
11. To prepare draft annual estimates of the Village Councils and of final accounts for the audit in consultation with the Head, Finance Department of the Council.
12. To ensure that any work done by Councils such as maintenance and repair work and capital projects are carried out in conformity with the decisions of the Councils under his responsibilities.
13. To collect compile and enlist information and other data for the annual administrative report as well as for cyclone refugees centres.
14. To monitor all works being performed by the Council,
15. To perform any 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) Candidates should submit their applications

- (a) Either

on LGSC Form 7 which may be obtained from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

Or

- (b) online through the website of the Local Government Service Commission at <http://lgsc.govmu> 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 abovementioned address.

Note 2: Prospective candidates willing to submit their applications online may also call at the seat of the Local Government Service Commission where such facilities are offered free of charge from 1300 to 1500 hours during weekdays.

Note 3: Acknowledgement of applications will as far as possible be made by e-mail.

- (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 Assistant 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 3.30 p.m on 30 June, 2009**

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 may 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: 16 June, 2009