

LOCAL GOVERNMENT SERVICE COMMISSION

Vacancies for the post of Head, Planning Department

Local Government Service

Applications are invited from qualified candidates who wish to be considered for appointment as Head, Planning Department in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 30000 x 1250 – 50000

Appointment in a temporary capacity will carry salary at the flat rate of Rs 30000 a month.

2. Age Limit

Candidates should have reached their 18th birthday and, unless already in the Local Government Service/Government Service/Approved Service should not have reached their 40th birthday by the closing date for the submission of applications.

3. Qualifications:

By selection from candidates possessing :-

- (A) A Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”;
- (B) A degree in Town and Country Planning from the University of Mauritius or any other recognized institution; and
- (C) Four years post qualification experience in the field in the Public Sector or in a well-established organisation

OR

Equivalent qualifications to A and B above acceptable to the Local Government Service Commission.

NOTE

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold :-

- (a) a Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” 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;
- (b) a degree in Town and Country Planning from the University of Mauritius or any other recognized institution; and
- (c) a Master's Degree or a Post Graduate Diploma in the field at (b) above from a recognized institution

OR

equivalent qualifications to (a), (b) and (c) acceptable to the Local Government Service Commission.

- (d) Four years' post qualification experience in the field in the public sector or a well-established organisation.

Qualification at (a) under "Note" should have been obtained prior to qualification at (b) under "Note"

Candidates at (1) and (2) should also :-

- (a) possess sound administrative and organising ability;
- (b) have good communication and strong interpersonal skills and leadership capabilities; and
- (c) show initiative and drive

Candidates should produce written evidence of any experience/knowledge claimed.

4. Duties:

1. To be responsible to the Chief Executive for the :
 - (a) overall planning, organization and coordination of activities of the Planning Department;
 - (b) efficient and effective management of the Planning Department;
 - (c) organizing of the registration, classification and processing of applications for development permits, including building and land use permits.

2. To monitor development control as prescribed under the Town and Country Planning Act;
3. To devise the basis for zoning regulations and planning guidelines;
4. To represent the Council in meetings related to planning, development and other related issues;
5. To advise generally on Town/Country Planning issues and priorities and where applicable, on the development.
6. To supervise the work of staff working in the Planning Department and ensure on the job training wherever required.
7. To use Information and Communication Technology in the performance of his duties.
8. To perform other duties 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 postings.

5. Mode of Application:

(i) Qualified candidates should submit their applications:

(a) **Either**

Online through the website of the LGSC at <http://lgsc.gov.mu> or through the Government Citizen Portal at [http:// citizen.gov.mu](http://citizen.gov.mu);

(b) **Or**

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

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 willing to submit their applications online may also call at the office of the Local Government Service Commission, where online facilities are offered, free of charge from 13.00 hours to 15.00 hours on weekdays.

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

- (ii) Candidates already in the Local Government Service/Government Service/Approved 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 Head, Planning Department – 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 14 December 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 will be rejected.
- (iv) 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; and

**Local Government Service Commission,
Louis Pasteur Street,
FOREST SIDE**

Date : 01 December 2009