

Local Government Service Commission Circular Note No. 33 of 2009

Vacancies for the post of Planning Officer
Local Government Service

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

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

The permanent and pensionable post carries salary in the scale of Rs. 22,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000 a month.

Appointment in a temporary capacity carries salary at the flat rate of Rs 22,000 a month.

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 an equivalent qualification acceptable to the Local Government Service Commission.

NOTE 1: Experience at professional level in Town and Country Planning is desirable.

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 others, to promote team work and exercise authority; and

(iv) possess organisational skills.

3. Duties:

To be responsible to the Head, Planning Department for the effective management of the Planning Department and in particular to:

1. organize the registration, classification and processing of applications for Building and Land Use Permit;
2. monitor proposed development projects to ensure compliance with the conditions laid down in the permit;
3. check illegal development and taking remedial action accordingly;
4. organize and supervise the work of the staff of the Planning Department;

5. advise applicants for Building and Land Use Permit on the planning policy of the Council;
6. devise the basis for zoning regulations and planning guidelines;
7. prepare and update the outline and detailed planning development and other related issues;
8. represent the Council in meetings related to planning development and other related issues;
9. advise on the issue or otherwise of development and/or Building and Land Use Permit;
10. advise generally on Town/Country Planning issues and priorities and, where applicable, on land development;
11. provide proper training guidance to junior staff;
12. draft reports, submit information required by the Head, Planning Department;
13. attend court and apply the Town and Country Planning Act and all relevant Acts;
14. supervise and organize the distribution of work in the planning section;
15. perform other cognate duties as may be assigned.

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 the any local authority.

Or

(b) 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 abovementioned 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 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 Planning Officer - 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 22 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) 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: 08 December, 2009