

PUBLIC SERVICE COMMISSION CIRCULAR NOTE No. 42 Of 2021

Vacancies for Post of Deputy Chief Town and Country Planning Officer

Ministry of Housing and Land Use Planning

Applications are invited from qualified officers of the Ministry of Housing and Land Use Planning who wish to be considered for appointment as Deputy Chief Town and Country Planning Officer in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Principal Town and Country Planning Officer who reckon at least three years' service in a substantive capacity in the grade and who:

- (a) possess a postgraduate degree in the field of Town and Country Planning from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (b) possess managerial skills and are able to interact effectively at all levels;
- (c) possess good communication and interpersonal skills; and
- (d) are able to contribute to sound decision making.

Experience at managerial level is desirable.

NOTE

1. Candidates should produce written evidence of experience claimed.
2. **The onus for the submission of written evidence of experience claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience claimed and Equivalence Certificate, as appropriate, by the closing date.**

III. ROLE AND RESPONSIBILITIES

To assist in the formulation and implementation of the National Development Strategy for the long term growth and physical development of the country.

IV. DUTIES AND SALARY

1. To deputise for the Chief Town and Country Planning Officer, as and when required.
2. To assist the Chief Town and Country Planning Officer in the discharge of his duties.
3. To carry out specific duties as may be assigned by the Chief Town and Country Planning Officer.
4. To assist in the formulation of Planning Policies.
5. To advise on town and country planning matters.
6. To be responsible for the proper staffing of the various sections and to ensure that human resources are being utilized in the most efficient and effective manner.
7. To monitor and co-ordinate the work of subordinate staff.
8. To use ICT in the performance of his duties.
9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Deputy Chief Town and Country Planning Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 62,950 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner's Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies Overseas.
2. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Senior Chief Executive, Ministry of Housing and Land Use Planning.

3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgment of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Thursday 07 October 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 17 September 2021

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE