

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Housing and Lands
- Post:** Secretary, National Planning and Development Commission
- Salary:** Rs 15,000 x 500 – 17,000 x 600 – 20,000 x 800 – 28,000 (08 45 64)
- Effective Date:** 2 May 2007
- Qualifications:**
- 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” or an equivalent qualification acceptable to the Public Service Commission.
  - B. A degree in Law or Management or Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
  - C. At least two years’ post-qualification experience in administrative duties.
  - D. Candidates should also –
    - (i) have knowledge of administrative procedures in the public service; and
    - (ii) possess good leadership, communication and interpersonal skills.
- Possession of the following is desirable –
- (i) exposure to legislation, regulations and practice in land use planning and development; and
  - (ii) experience in planning matters.

**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 or an equivalent qualification acceptable to the Public Service Commission; and

/...2



**CERTIFIED CORRECT**

*R.R.ue*

.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

**02 MAY 2007**

Date.....

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

- (b) a Master's degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Public Service Commission .

Qualification at (a) under 'Note' should have been obtained prior to qualification at B above and at (b) under 'Note'.

Candidates should produce written evidence of experience claimed.

**Duties:**

1. To be responsible to the National Planning and Development Commission for the performance of its functions as provided in the Planning and Development Act.
2. To be responsible for all administrative functions for and on behalf of the Commission.
3. To be in charge of the staff of the Commission.
4. To be personally responsible for all correspondence addressed to the Commission and the speedy submission of such correspondence to the Chairperson of the Commission.
5. To keep a record of business transacted to the Chairperson of the Commission.
6. To ensure follow-up on all decisions taken by the Board.
7. To perform such cognate duties as may be assigned.



**CERTIFIED CORRECT**

*RR*

.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

Date..... *02 MAY 2007* .....