GOVERNMENT OF MAURITIUS

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

Ministry: Housing, and Lands
Post: Chief Town and Country Planning Draughtsman
Salary: Rs 28,000 x 1,000 – 30,000 x 1,250 – 42,500 (26 57 69)
Effective Date: 2 October 2009

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Principal Town and Country Planning Draughtsman who –

(i) reckon at least two years’ service in a substantive capacity in the grade;
(ii) possess good administrative and managerial skills;
(iii) are well versed in matters relating to Town and Country Planning drawing techniques; and
(iv) are conversant with the use of AUTOCAD softwares and the latest technologies in computerised designs and drawings.

Duties:

1. To be responsible to the Chief Town and Country Planning Officer for -

(a) the overall management of the drawing office;
(b) the supervision of plan preparations in connection with the revision/preparation of Outline Schemes on behalf of Municipalities/District Councils as requested by Town and Country Planning Officers;
(c) the maintenance of all the expensive drawing equipment and planning instruments;
(d) the close monitoring of back-ups of all the drawings and drafting tasks for storage at the Central Information Systems Division (CISD) for their safe custody;
(e) the supervision of the “Air Photo Library”;

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date 02 OCT 2009
(f) the training and supervision of junior staff; and

(g) advising on the preparation of annual indents of planning equipment and materials.

2. To use ICT in the performance of his duties.

3. 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 Chief Town and Country Planning Draughtsman in the roles ascribed to him.