GOVERNMENT OF MAURITIUS

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

Ministry: Housing and Lands

Post: Principal Town and Country Planning Draughtsman

Salary: Rs 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 35,000 (26 51 63)

Effective Date: 19 October 2009

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Town and Country Planning Draughtsman who reckon at least three years’ service in a substantive capacity in the grade and who possess good supervisory and training skills.

Duties:

1. To assist the Chief Town and Country Planning Draughtsman in the performance of his day-to-day duties.

2. To supervise and co-ordinate the work of junior staff.

3. To be responsible for the training of Trainee Town and Country Planning Draughtsmen.

4. To be responsible for the timely completion of all Drawings and Planning projects assigned by Town and Country Planning Officers in the different hierarchy of the Division.

5. To verify all final Plans and Drawings produced by the Drawing Office staff and to report thereon to the Chief Town and Country Planning Draughtsman.

6. To ensure that the Map Register is up-to-date.

7. To carry out site surveys and field work, as and when required.

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

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date 19 OCT 2009