Ministry: Housing and Lands

Post: Senior Development Control Officer

Salary: Rs 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 33,750 (26 51 62)

Effective Date: 24 November 2008

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Development Control Officer reckoning at least six years' service in a substantive capacity in the grade or an aggregate of six years' service in a substantive capacity in the grade of Development Control Officer and the former grade of Planning Assistant.

Duties:

1. To plan, organise and co-ordinate the work of Development Control Officers.
2. To provide proper guidance and training to staff under his supervision.
3. To advise the enforcement team on planning enforcement matters.
4. To provide advice to the public and agents on enforcement matters.
5. To assist the professional planning staff in their duties, such as undertaking site visits, performing development control work and drafting planning reports.
6. To assist in the development, implementation and monitoring of development plans.
7. To attend meetings, as and when required.
8. 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 Senior Development Control Officers in the roles ascribed to them.

CERTIFIED CORRECT

[Signature]

Date: 24 Nov 2008

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms