

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

- Ministry:** Housing and Lands
- Post:** Secretary, Planning Appeals Tribunal
- 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 Law with Management 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 possess -
 - (a) administrative and organising abilities; and
 - (b) good communication and interpersonal skills.

Knowledge of the Mauritian legal system and laws relating to land use planning and development is desirable.

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
- (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 .



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for Senior Chief Executive
Ministry of Civil Service and
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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/knowledge claimed.

Duties:

1. To work under the general direction of the Chairperson of the Planning Appeals Tribunal.
2. To be the Registrar of the Planning Appeals Tribunal.
3. To be responsible for the conduct of the business of the Tribunal and such other functions as laid down in the Planning and Development Act and related legislation.
4. To supervise and monitor all activities of the Tribunal to ensure the effective and timely execution of the work performed by the Tribunal.
5. To keep a register of appeals lodged at the Tribunal and its decision thereon.
6. To be the custodian of Record Files and Tribunal Seals and to seal and stamp documents produced before the Tribunal or any other Court of Law.
7. To take down evidence in minute form during sessions.
8. To take evidence on oath, administer oath to witnesses and call cases before the Tribunal.
9. To prepare and issue Notice of Hearing, Summons Orders and similar processes.
10. To receive and answer queries from members of the public, Ministries/Departments and other organisations.
11. To perform such cognate duties as may be assigned.



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