

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

- Ministry:** Housing and Lands
- Post:** Chief Technical Design Officer
- Salary:** Rs 34,175 x 1,200 – 37,775 x 1,500 – 55,775 (26 62 77)
- Effective Date:** 24 December 2014
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Technical Design Officer 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 software and the latest technologies in computerised designs and drawings.
- Role and Responsibilities:** To ensure that the services provided by the Drawing Office are up-to-date and responsive to the needs of the Planning Division.
- 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 preparation/revision of outline planning schemes on behalf of Municipalities/District Councils as requested by the Chief Town and Country Planning Officer;
 - (c) ensuring that all drawing equipment are in good working conditions;
 - (d) the close monitoring of back-ups of all the drawings for storage at the Central Information Systems Division (CISD) for their safe custody;
 - (e) the training and supervision of subordinate staff; and
 - (f) advising on the preparation of annual indents of drawing equipment and materials.

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for Senior Chief Executive
Ministry of Civil Service Affairs

24 December 2014

Date.....

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-2-

2. To perform IT-related duties including the use of AutoCAD and graphic design software.
3. To use ICT in the performance of his duties.
4. 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 Technical Design Officer in the roles ascribed to him.



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*for Senior Chief Executive
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