

SCHEME OF SERVICE

Organization: Land Drainage Authority

Post: Assistant Director

Salary: Rs. 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 (LDA 10).

Qualifications: **A.** A Master's Degree in Civil Engineering and be registered as a Registered Professional Engineer of Mauritius in the field of Engineering with the Council of Registered Professional Engineers of Mauritius under Section 13 of the Registered Professional Engineers Council Act No. 49 of 1965, and as subsequently amended.

B. Candidates should:

- (i) reckon at least seven years' post-qualification experience at administrative/managerial level;
- (ii) have experience in flood management and multi-stakeholders project management;
- (iii) possess strong analytical, administrative, managerial, leadership and problem-solving abilities;
- (iv) possess strong interpersonal and communication skills; and
- (v) be computer literate.

Candidates should produce written evidence of experience/ knowledge claimed.

Duties:

- 1. To be responsible to the Director to -
 - (i) execute the functions of the Authority as provided under the Land Drainage Authority Act, and such other assignments given to the Director by the Board and the Minister;
 - (ii) assist in devising strategies and policies for the proper functioning of the land drainage infrastructure;
 - (iii) assist in preparing the Land Drainage Master Plan;
 - (iv) review the Land Drainage Master Plan every 5 years;
 - (v) monitor implementation of measures in relation to the Land Drainage Master Plan;
 - (vi) elaborate and design the guidelines for the construction of drainage infrastructure;

- (vii) provide guidelines/recommendations for works related to land drainage to be carried out by the local authorities, the National Development Unit (NDU), the Road Development Authority (RDA) and other relevant stakeholders.
 - (viii) provide guidelines/recommendations for the upgrading and maintenance of the drainage infrastructure by the local authorities, the NDU, the RDA and any other relevant stakeholder;
 - (ix) direct the local authorities, the NDU, the RDA and any other relevant stakeholders, including promoters/developers, to implement drain infrastructure and its rehabilitation;
 - (x) ensure that there is routine and periodic upgrading and maintenance of drainage infrastructure;
 - (xi) develop watershed management policies to ensure effective land drainage management and integration in outline schemes and planning policy guidelines;
 - (xii) elaborate guidelines for management of storm water taking on board social and environmental safeguards measures;
 - (xiii) advise the EIA Committee, the Morcellement Board and any other Statutory Bodies on land drainage issues;
 - (xiv) assess and approve proposals for land drainage infrastructure for implementation by NDU, RDA, local authorities and promoters/developers;
 - (xv) Identify priorities for research and development on land drainage and watershed management.
2. To assist the Director, as and when required.
 3. To act as liaison officer for coordination with other institutions in relation to the initiation, design, implementation and monitoring of land drainage measures.
 4. To participate in the inventory, analysis and synthesis of data on past flood events.
 5. To be responsible for organizing and participating in communication events.
 6. To prepare and update communication materials for communication events.
 7. To compile, systemize and present reports and other information for the Director of the LDA, as and when required.
 8. To elaborate and review the guidelines for design and maintenance of drainage infrastructure.
 9. To supervise works of consultants.
 10. To certify claims for payments.
 11. To attend and report in National Crisis Committee.

12. To participate in budgetary exercises.
13. To supervise and coordinate the work of subordinate staff.
14. To participate actively in proposals for land drainage measures
15. To attend inter-ministerial meetings and Statutory Board Meetings.
16. To attend to court cases in relation to land drainage issues, as and when required.
17. To carry out site visits, as and when required.
18. To use ICT in the performance of his duties.
19. 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 Assistant Director in the roles ascribed to him.

Note

The Assistant Director may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

Certified Correct

Officer-in-Charge