

SCHEME OF SERVICE

Organisation: Land Drainage Authority

Post: Clerk/Word Processing Operator

Salary: Rs 25,745 x 300 – 26,945 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 45,930 (LDA 4).

- Qualifications:**
- A. (a) A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings
- or
- (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained 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

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. 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

Equivalent qualifications acceptable to the Board.

- C. A Certificate in keyboarding or typewriting at a speed of at least 25 words a minute from a recognised institution or an equivalent qualification acceptable to the Board.
- D. A Certificate in Word Processing or Data Processing from a recognised institution or an equivalent qualification acceptable to the Board.

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NOTE 1

Candidates not possessing qualification at C above will also be considered provided they can type efficiently at a speed of at least 25 words a minute. They will be required to undergo a test arranged by the Land Drainage Authority.

NOTE 2

Candidates not possessing qualification at D above will also be considered provided they can show proof of being able to operate a computer and use word processing and data processing packages.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To perform clerical and word processing duties including, *inter alia*, -
 - (i) the preparation, scrutiny and processing of documents, records and data entry;
 - (ii) arithmetical work;
 - (iii) registry work, simple finance, human resource and stores work under supervision.
2. To type and collate official documents.
3. To draft replies to simple correspondence.
4. To maintain files, correspondence, forms, reports and other materials.
5. To receive, sort and process mail and to prepare materials for mailing.
6. To assist in administrative duties within the division/section/unit and to provide general support to operational services.
7. To operate modern office equipment such as telefax machine, electronic photocopying machine.
8. To operate e-mail services.
9. To replace Confidential Secretaries, as and when required.
10. To deal with members of the public, as and when required.
11. To operate the switchboard (PABX) as and when required.
12. 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 Clerk/Word Processing Operator in the roles ascribed to him.



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For Director
Land Drainage Authority

SCHEME OF SERVICE

- Organisation:** Land Drainage Authority
- Post:** Communication Officer
- Salary:** Rs 31,365 x 400- 31,765 x 425- 33,040 x 560- 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 46,900 x 1,050– 49,000 x 1,100 – 54,500 x 1,450 – 58,850 x 1,750 – 60,600 (LDA 10)
- Qualifications:**
- A. A Diploma in Communication Studies with specialization in Business Communication or Journalism from a recognized Institution or an equivalent qualification acceptable to the Board of the Land Drainage Authority.
- B. Candidates should:
- (i) possess good communication skills; and
 - (ii) be computer literate.
- Candidates should produce written evidence of knowledge claimed.
- Duties:**
1. To design, execute and supervise campaigns on drainage infrastructure and flood-prone areas or any other issues of concern to the Land Drainage Authority.
 2. To deliver talks and disseminate information on subjects relating to drainage infrastructure.
 3. To prepare and make use of audio-visual materials for educational programmes to promote or support any campaign related to drainage infrastructure.
 4. To assist in –
 - (i) the evaluation of campaigns and programmes;
 - (ii) the preparation and issue of press communiqués in respect of land drainage and related matters;
 - (iii) carrying out opinion surveys and interviews on land drainage and related matters;
 - (iv) the organization of workshops and seminars on land drainage and related issues; and
 - (v) the holding of events such as official functions and press conferences on matters falling under the purview of the Land Drainage Authority.

5. To sensitize the public on the various services provided and initiatives taken by the Authority.
6. To keep track of information relating to flooding events and drainage infrastructure.
7. To use ICT in the performance of his duties.
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 the Communication Officer in the roles ascribed to him.



CERTIFIED CORRECT

For Director

Land Drainage Authority

SCHEME OF SERVICE

Organisation: Land Drainage Authority

Post: Accounting Technician

Salary: Rs 33,600 x 560- 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 46,900 x 1,050 – 49,000 x 1,100 – 53,400 QB 54,500 x 1,450 – 58,850 x 1,750 – 62,350 x 1,850 – 64,200 (LDA 6A)

Qualifications: By selection from among candidates who-

- (i) possess passes in papers F1, F2, and F3 of the ACCA Fundamentals (Knowledge) and any other four papers of the ACCA Fundamentals (Skills) or an equivalent qualification acceptable to the Land Drainage Authority;
- (ii) possess at least four years' post-qualification experience in accounting duties; and
- (iii) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

- 1. To be responsible to the Director through the Accountant for the day-to-day operations of the Finance Section and general administration of the financial system.
- 2. To prepare-
 - (i) draft for revenue and expenditure, final accounts, financial/accounting abstracts and other annual/periodical reports;
 - (ii) the Annual Estimates and to produce Annual financial statements, statutory returns and such other financial papers as may be required; and
 - (iii) management reports in related areas.
- 3. To ensure that the Authority's financial information and reporting systems, procedures and controls are adequate so that appropriate, reliable and credible information comes to management's attention in a timely manner.
- 4. To be responsible for the supervision, control and report on staff working under his responsibility.

5. To carry out-
 - (i) financial planning and control and to prepare financial statements; and
 - (ii) investigations and submit comprehensive reports and recommendations, taking into account the Board's financial policy.
6. To oversee finance related operations in the organization.
7. To provide assistance during audit exercises.
8. To be responsible for the training of staff under his responsibility.
9. To be responsible to the Accountant in-
 - (i) the formulation of financial procedure policies; and
 - (ii) drafting the Authority's Annual Report.
10. To process payroll and arrange for payment of salaries and deductions.
11. To verify transactions through e-banking facilities.
12. To liaise with parent Ministry on matters relating to accounts of the Authority.
13. To ensure that cases of complaints, fraud and irregularity are investigated.
14. To keep record of Fixed Asset Register.
15. To use ICT in the performance of his duties.
16. 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 Accounting Technician in the roles ascribed to him.



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**For Director
Land Drainage Authority**

SCHEME OF SERVICE

- Organisation :** Land Drainage Authority
- Post:** Land Drainage Inspector
- Salary:** Rs 31,365 x 400- 31,765 x 425- 33,040 x 560- 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 46,900 x 1,050– 49,000 x 1,100 – 54,500 x 1,450 – 58,850 x 1,750 – 60,600 (LDA 10)
- Qualifications:**
- A. A diploma in Civil Engineering from a recognized institution or equivalent qualification acceptable to the Board of the Land Drainage Authority.
- B. Candidate should –
- (i) reckon two years' experience in civil engineering inclusive of experience in land drainage, investigation and flood risk assessment work;
 - (ii) possess good organizing skills;
 - (iii) possess good interpersonal and communication skills;
 - (iv) have knowledge in GIS; and
 - (v) be computer literate
- Candidates should produce written evidence of experience/knowledge claimed.
- Duties:**
1. To assist the technical staff in the performance of the following duties-
- (i) providing information for the proper inspection and maintenance for public drainage systems;
 - (ii) working closely with other members of the team including during flood response work and input to planning consultations;
 - (iii) preparing a written drainage inspection report and submit it to the Authority after examining a drainage system;
 - (iv) issuing of enforcement notice to stakeholders concerned for non-maintenance of drainage network and follow up;
 - (v) ensuring no person cause any damage to any drainage infrastructure;
 - (vi) ensuring that the course of any drainage infrastructure is not changed without the approval of the Authority;

- (vii) drafting progress reports on construction and maintenance of drainage infrastructures, desilting of rivers and watercourses;
- (viii) ensuring that maintenance or repairs of drains are made in compliance with the objectives;
- (ix) undertaking investigations of flooding and identifying the cause;
- (x) assisting in the development of strategy, action plans and performance management criteria to improve flood risk management and drainage infrastructure performance;
- (xi) working closely with other partners and agencies to deliver a joint approach and effective joint working to improve flood risk management and drainage participating in partnership groups and projects where required;
- (xii) advising the general public on drainage maintenance and preparing and carrying out of outdoor educational programs;
- (xiii) preparing and maintaining a drainage asset register of drains and features that have an impact on flood risk management and a record of the state of repair and ownership of those structures and features;
- (xiv) receiving, recording and attending to complaints from the public; and
- (xv) recommending on solutions for drainage projects and assisting with the project development and survey works.

2. To assist:

- (i) In monitoring Environmental Monitoring Plan with respect to land drainage issues; and
- (ii) The Land Drainage Officer (Land Surveying) in any survey works.

3. To carry out:

- (i) site visits and report on status of construction and maintenance of man-made drainage infrastructures and natural drains; and
- (ii) inspection of works and certify claims.

4. To undertake the characterization of drains.

5. To submit weekly report on maintenance of drainage infrastructures.

6. To attend:

- (i) meetings/ site visits; and
- (ii) court cases in relation to land drainage issues, as and when required.

7. To prepare technical brief for Board meetings.

8. To use ITC 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 Land Drainage Inspector in the roles ascribed to him.

Note:

The Land Drainage Inspector may be required to work outside normal working hours, including Saturdays, Sundays, Public Holidays, during cyclonic periods and natural calamities.

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For Director

Land Drainage Authority