

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 recognised institution or an equivalent qualification acceptable to the Board of the Land Drainage Authority.

B. Candidates 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 of 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 programmes;
- (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 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 characterisation 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.



CERTIFIED CORRECT


for Director
Land Drainage Authority
14.8.2026

SCHEME OF SERVICE

<u>Organisation:</u>	Land Drainage Authority
<u>Post:</u>	Confidential Secretary
<u>Salary:</u>	Rs 30,965 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 – 55,950 (LDA 8)
<u>Qualification:</u>	By selection from among officers in the Public Sector who hold a substantive appointment in the grades of - (i) Senior Word Processing Operator; and (ii) Word Processing Operator who reckon at least 10 years' service in a substantive capacity in the grade who- (a) possess a certificate in Word Processing from a recognized institution; (b) are fluent in English and French; (c) have shown qualities of trustworthiness, discretion, maturity, tact and initiative; and (d) are capable of dealing efficiently with members of the public.

Note

Confidential Secretaries may be required to follow training, as and when necessary, to equip them to perform their tasks.

<u>Duties:</u>	1. To arrange appointments and deal with enquiries. 2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition. 3. To take messages and facilitate the process of communication between the relevant stakeholders. 4. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents. 5. To perform word processing, telefax duties and simple computer/data processing work and operate e-mail services. 6. To keep track of important documents, papers and make them available expeditiously. 7. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured. 8. To ensure that meetings are well organized and take place in time and appropriate information is available.
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9. To transcribe and type manuscripts with a high degree of proficiency.
10. To retrieve, classify and locate correspondence.
11. To coordinate arrangements relating to research and training programmes.
12. To service and coordinate committees.
13. 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 Confidential Secretary in the roles ascribed to him.

CERTIFIED CORRECT



Malk
for Director
Land Drainage Authority
14.8.2026