

28. LAND DRAINAGE AUTHORITY

- 28.1 Enacted in April 2017, the Land Drainage Authority (LDA) Act provides for the LDA to operate under the responsibility of the National Development Unit.
- 28.2 The Authority has been conferred with responsibilities of national importance. It is responsible for the development and implementation of a Land Drainage Master Plan and for coordinating the construction of drainage infrastructure by the Local Authorities, the National Development Unit and the Road Development Authority. It also ensures that there is a routine and periodic upgrading and maintenance of the drainage infrastructure.
- 28.3 Among its core functions, the LDA carries out inventories and maps all the existing natural and manmade drainage infrastructure; keeps under review a flood risk map and a National Land Drainage Map; and conducts and coordinates research and development on land drainage and watershed management.
- 28.4 Up to now a few core grades have been created on the establishment of the LDA on an *ad hoc* basis and the Bureau has consequently provided the salary grading thereof. Presently, a Director is at the apex of the organisation and he is assisted by technical as well as support staff.
- 28.5 According to Management, the operations of the Authority are expanding and the need for support grades is felt to enable it deliver on its mandate. Taking into consideration that the functions which would devolve on these grades may contribute to improve the effectiveness and efficiency of the organisation, we are, therefore, providing for the grades of Administrative Officer, ICT Technician and Assistant Procurement and Supply Officer.

Administrative Officer (New Grade)

- 28.6 Management proposed for the creation of the grade of Administrative Manager on an *ad hoc* basis against the background depicted at the paragraph above. In view of the size of the organisation coupled with the complexity level of administrative issues that would be dealt with at the Authority, the Bureau is providing for a new grade of Administrative Officer which would be more appropriate in the present circumstances.

Recommendation 1

- 28.7 We recommend the creation of a grade of Administrative Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Management or Administration or any related field, from a recognised institution and reckoning at least two years' post-qualification experience in administration and management.**
- 28.8 Incumbents would be required, *inter-alia*, to give general assistance and support to the Director of LDA including the execution and follow-up of decisions of the Board; be responsible for the formulation and implementation of manpower planning/development and training schemes; deal with personnel matters involving

schemes of service, recruitment, promotion and retirement; and assist in the formulation and implementation of policies relating to industrial relations, discipline, safety and health, and staff welfare.

ICT Technician (New Grade)

28.9 It has been submitted by Management that there is need for a grade of IT Technician to manage its IT activities. In view of the substantial use of IT and IT equipment in the organisation, there is a pressing need for a grade to deal with IT related issues. We subscribe to the request and are, therefore, making appropriate recommendation.

Recommendation 2

28.10 We recommend the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information Technology or Computer Science or any related field from a recognised institution and reckoning at least two years' post qualification experience in the field of IT.

28.11 Incumbents would be required, among others, to maintain, repair and administer the ICT equipment including all related peripherals; maintain and update the LDA's website; provide general technical guidance and support to end-users; devise appropriate systems of security in relation to hardware and software; troubleshoot computer hardware and software as and when required; and advise on the purchase of spare parts of ICT equipment and liaise with suppliers for repair or maintenance of ICT equipment.

Assistant Procurement and Supply Officer (New Grade)

28.12 Management requested for the creation of a specific grade to ensure the smooth running of procurement and supply transactions of the Authority. With the expansion of activities at the LDA, the volume of procurement related activities are bound to increase and the need for a dedicated grade, therefore, seems justified. We are, thus, recommending accordingly.

Recommendation 3

28.13 We recommend the creation of a grade of Assistant Procurement and Supply Officer. The mode of appointment should be as recommended in the Introductory Chapter of this Volume.

28.14 Incumbents would be required, among others, to perform procurement, store keeping and stock control duties in accordance with the provisions laid down in the Financial Management Manual and regulations made under the Public Procurement Act and other regulations established by the Authority; assist in any assignment related to procurement, supply and warehouse operations; and carry out test checks and report any discrepancy arising out of loss, shortage and deterioration of supplies.

28. LAND DRAINAGE AUTHORITY**SALARY SCHEDULE**

LDA 1	:	Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950
		Office Attendant
LDA 2	:	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400
		Driver
LDA 3	:	Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825
		Clerk/Word Processing Operator
LDA 4	:	Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450
		Accounts Clerk Assistant Procurement and Supply Officer (New Grade)
LDA 5	:	Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500
		Confidential Secretary
LDA 6	:	Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675
		ICT Technician (New Grade)
LDA 7	:	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700
		Administrative Officer (New Grade)
LDA 8	:	Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700
		Geographic Information System Database Officer Land Drainage Officer (Engineering) Land Drainage Officer (Geographic Information System) Land Drainage Officer (Land Surveying)

28. LAND DRAINAGE AUTHORITY (Contd)

LDA 9 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

Senior Manager (Civil Engineering/Quantity Surveying/Project Management)

Senior Manager (Hydrology/Modelling)

Senior Manager (Urban Planning)

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

Assistant Director

LDA 11 : Rs 110125

Director



