GOVERNMENT OF MAURITIUS

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

Ministry: Business, Enterprise and Co-operatives

Post: Analyst (Business and Enterprise)

Salary: Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (02.49 75)

Effective Date: 17 October 2013

Qualifications: A. A degree in Public Administration and Management or Business Studies or Business Economics and Investment Analysis or Economics or Entrepreneurial Management or Finance or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) possess good analytical, communication and interpersonal skills; and

(ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To assist in the preparation and review of strategies and policies pertaining to business and enterprises.

2. To carry out research and planning assignments.

3. To prepare technical reports on related issues.

4. To undertake assignments relating to enterprise monitoring competitiveness issues, technology support programmes as well as preparation and evaluation of projects.

5. To identify and analyse areas of inefficiency in businesses and propose remedial actions.

6. To analyse business requirements.

7. To tap new trends in entrepreneurship.

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

17 October 2013
8. To attend to requests for support from business enterprises.

9. To make recommendations to boost up productivity and business enhancement.

10. To use ICT in the performance of his duties.

11. 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 Analyst (Business and Enterprise) in the roles ascribed to him.