GOVERNMENT OF MAURITIUS

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

Ministry: Civil Service and Administrative Reforms

Post: Management Analyst/Senior Management Analyst

Salary: Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (01 054 085)

Effective Date: 05 June 2018

Qualifications:
A. A degree in Management or Human Resource Management or Economics or Public Administration or Business Administration or Public Sector Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least four years’ experience at administrative/managerial level either in the Public Sector or in the Private Sector;

(ii) possess effective interpersonal and communication skills;

(iii) have good conceptual and analytical skills;

(iv) have knowledge of research, monitoring and evaluation tools and methods; and

(v) be computer literate and conversant with online and digital management tools.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To assist in the development of strategies, roadmaps, guidelines, tools and programmes that support Public Sector Business Transformation and continuous improvement in the Public Sector.

Duties:
1. To be responsible to the Director, Public Sector Business Transformation Bureau through the Assistant Director, Public Sector Business Transformation Bureau for –

(i) providing technical advisory services on transformation, re-engineering and reforms;

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N. Auchoybur (MRS)
for Secretary for Public Service

05 June 2018

Date..........................................................
(ii) computing public sector efficiency and conducting governance, organisational, management and business management reviews;

(iii) monitoring and evaluating the efficiency and effectiveness of Public Sector Business Transformation Programmes and strategies and recommending alternatives or remedial actions;

(iv) evaluating current procedures and processes in the Public Sector and proposing practical solutions for their streamlining;

(v) carrying out surveys and research studies in aspects relating to Public Sector transformation, smart practices and efficiencies in Public Service delivery, as and when required; and

(vi) promoting innovation in Public Service delivery.

2. To assist in –

(i) the preparation of reports, policy and concept papers, options and recommendations analyses, presentations, Notes of Meetings and minutes, and other documents relating to transformation, re-engineering and reforms; and

(ii) the development and implementation of transformation strategic plans and policies.

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

4. 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 Management Analyst/Senior Management Analyst in the roles ascribed to him.

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N. Auchoybur (Mrs)
for Secretary for Public Service

05 June 2018

Date........................................