Ministry: Industry, Commerce and Consumer Protection

Post: Analyst (Industry)

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: 15 July 2014

Qualifications:

A. A degree in Economics or Engineering (Chemical/Electrical/Electronics/Mechanical/Textile) or Business Management or a degree with Economics or Engineering (Chemical/Electrical/Electronics/Mechanical/Textile) or Business Management as a major component from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should:

   (i) be able to express themselves clearly and forcefully on matters relating to industrial development;
   (ii) possess analytical and interpersonal skills;
   (iii) be proactive, dynamic and resourceful;
   (iv) be capable to work under pressure; and
   (v) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To assist in the preparation and review of industrial strategies and policies.
2. To carry out research and planning assignments.
3. To prepare technical reports on industry related issues.
4. To undertake assignments relating to enterprise/sector monitoring, competitiveness issues, technology support programmes and preparation and evaluation of projects.
5. To analyse bilateral, regional co-operation and multilateral issues.
6. To attend to requests for support from manufacturing enterprises.
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 Analyst (Industry) in the roles ascribed to him.

CERTIFIED CORRECT

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
15 July 2014

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