GOVERNMENT OF MAURITIUS

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

Department: Pay Research Bureau
Post: Job Analyst
Salary: Rs 37,500 x 1,250 – 50,000 (02 65 75)
Effective Date: 8 March 2010

Qualifications:
A. By selection, on the basis of a written competitive examination and an interview conducted by the Public Service Commission, from among officers in the grade of Survey Officer who reckon at least five years’ service in a substantive capacity in the grade.
B. Candidates should –
   (i) be well versed with Civil Service Machinery and Pay and Remuneration Systems in the Public Sector;
   (ii) have organising and supervisory skills;
   (iii) possess good communication and interpersonal skills; and
   (iv) have the ability to lead a team.

Role and Responsibilities:
Under the general direction of the Principal Job Analyst, to assume both technical and administrative responsibilities pertaining to and be accountable for specific areas of operations.

Duties:
1. To allocate duties to Survey Officers and control their work in connection with
   (i) job description, analysis and evaluation; and
   (ii) assignments in organisations to determine appropriate structures, relativities and emoluments,
   and to establish priorities and work programmes relating thereto.
2. To establish standards of quality in the presentation, analysis and evaluation of materials and to ensure that these are maintained.
3. To evolve job evaluation schemes and to conduct research work in this connection.
4. To head job evaluation panels responsible for the analysis and evaluation of jobs.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date: 08 MAR 2010
To be responsible for the training of Survey Officers in job evaluation techniques.

6. To assist in the formulation of policies on conditions of service for incorporation in the overall framework of pay recommendations and to perform research work in this connection.

7. To assist in the writing of reports.

8. To perform administrative duties relating to the above.

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

10. 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 Job Analysts in the roles ascribed to them.