GOVERNMENT OF MAURITIUS

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

Department: Pay Research Bureau

Post: Survey Officer

Salary: Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775
(02 50 75)

Effective Date: 19 June 2014

Qualifications: By selection from among serving officers who reckon at least two years’ service in a
substantive capacity and who –

(i) possess a degree in Economics or Statistics or Mathematics or Human
Resource Management or Law or Public Administration from a recognised
institution or an equivalent qualification acceptable to the Public Service
Commission;

(ii) have good interpersonal and communication skills, including the ability to
express themselves, verbally and in writing, clearly and forcefully on general
administrative and human resources issues; and

(iii) are conversant with Civil Service Machinery and Pay and Remuneration
Systems in the Public Sector.

Candidates may be required to take part in a written examination conducted by the
Public Service Commission designed to assess their potential and aptitude for the job.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and
will be required to undergo on-the-job training in all aspects of the work of a Survey
Officer for a period of at least one year. On satisfactory completion of the training
and on being favourably reported upon, they will be considered for appointment as
Survey Officer in a substantive capacity.

Duties:

1. To study the organisational structure of Government Departments/Parastatal
   Bodies/Local Authorities and background information relating thereto.

2. To prepare questionnaires, conduct surveys and prepare technical reports on
   related matters.

/2...

CERTIFIED CORRECT

...........................
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
19 June 2014

Date.................................
3. To interview officers on their job contents and to write clear, precise and detailed reports thereon.

4. To analyse these reports with a view to—
   (i) recognising critical factors in assessing job responsibilities; and
   (ii) defining these factors and the degree with which each of them is present in a job.

5. To assist in evolving job evaluation schemes.

6. To sit on job evaluation panels as assessors with a view to determining the relative worth of jobs.

7. To assist in the conduct of research in matters related to pay, perquisites and conditions of service with a view to helping in the formulation of policies.

8. To evaluate the effectiveness of remuneration practices and other schemes in operation.

9. To carry out, as directed, assignments in organisations with a view to determining appropriate structures, relativities and emoluments.

10. To assist in the training of newly recruited officers in job evaluation techniques.

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

12. 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 Survey Officer in the roles ascribed to him.