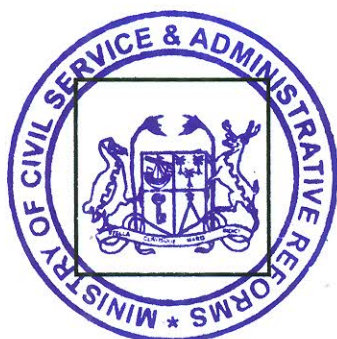


**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Department:** Statistics Mauritius
- Post:** Senior Statistical Officer
- Salary:** Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350
(20 050 069)
- Effective Date:** 10 April 2019
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Statistical Officer who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) possess the Higher Certificate in Statistics of the United Kingdom Royal Statistical Society or have been exempted therefrom or possess an equivalent qualification acceptable to the Public Service Commission
- or
- have successfully followed a training course in Advanced Statistics of at least one year duration, as approved and arranged by the Statistics Mauritius;
- (ii) possess supervisory and problem-solving skills; and
- (iii) have the ability to work in a team, take initiatives and meet tight deadlines.
- Duties:**
1. To be responsible for the day-to-day running of a statistical unit.
 2. To coordinate and monitor the work of Statistical Officers and other subordinate staff and provide guidance to them, including –
 - (a) to allocate tasks and vet outputs of staff; and
 - (b) to develop performance indicators, evaluate and report on the performance of staff.
 3. To organise the collection, validation, compilation, tabulation and dissemination of data in a timely manner.
 4. To update monthly/quarterly/annual publications.
 5. To apply statistical methods to perform complex calculations and computations.
 6. To attend to users' requests for information according to established guidelines.

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CERTIFIED CORRECT

N. Auchoybur (Mrs)
for Secretary for Public Service

10 April 2019

Date.....

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

-2-

7. To provide support in –
 - (a) the conduct of censuses and surveys; and
 - (b) the preparation of technical and statistical reports.
8. To make use of computer software for computer processing and presentation, such as –
 - (a) to perform calculations and complex computations using specialised software such as STATA and Census and Survey Processing System (CSPPro);
 - (b) to develop working files/format for data entry in specialised software;
 - (c) to develop validation and tabulation applications using statistical packages under the guidance of a Statistician;
 - (d) to prepare soft copy of regular statistical publications; and
 - (e) to use mapping software to produce GIS outputs such as field maps, thematic and dot maps.
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 the Senior Statistical Officer in the roles ascribed to him.



CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

10 April 2019

Date.....