

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

- Ministry:** Business, Enterprise and Cooperatives
- Post:** Principal Business and Enterprise Analyst
- Salary:** Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450
(02 075 089)
- Effective Date:** 15 September 2017
- Qualifications:** A. By selection from among officers in the grade of Senior Business and Enterprise Analyst who reckon at least five years' service in a substantive capacity in the grade and who possess a Master's Degree in Public Administration or Business Administration or Business Management or Business Economics and Investment Analysis or Economics or Entrepreneurial Management or Finance or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.


NOTE

In the absence of qualified officers in the grade of Senior Business and Enterprise Analyst, by selection from among qualified serving officers who –

- (i) possess a Master's Degree in Public Administration or Business Administration or Business Management or Business Economics and Investment Analysis or Economics or Entrepreneurial Management or Finance or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) reckon at least five years' post-qualification experience in Business and Enterprise Development.
- B. Candidates should –
- (i) possess good managerial, supervisory and leadership skills;
- (ii) possess strong organising, interpersonal and communication skills;

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

15 September 2017

Date.....



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- (iii) possess good analytical skills; and
- (iv) be well conversant with trends, opportunities and challenges relating to business sector.

Role and Responsibilities:

To be responsible to the head of the Ministry for the effective and efficient management of the Business and Enterprise Unit.

Duties

1. To direct and manage corporate policy and strategy functions for Business Sections.
2. To supervise, coordinate and monitor the work of subordinate staff.
3. To advise in the development of business sectors policies, strategies in the business sector and competitiveness.
4. To coordinate technology and competitiveness related programme for business development.
5. To provide guidance on bilateral, regional cooperation and multilateral issues.
6. To evaluate business and enterprise issues as well as causes, analyse options and deliver quality business analysis, outcomes and solutions.
7. To guide and train subordinate staff.
8. To conduct relevant research studies.

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9. To participate in the development and implementation of programmes, goals, objectives and policies.
10. To develop innovative and sustainable strategies and programmes relating to the business sector.
11. To advise on matters relating to Small and Medium Enterprises.
12. To implement effective monitoring and evaluation systems for the business and enterprise sector.
13. To plan, prepare and develop effective work programmes in line with business development policies and strategies.
14. To use ICT in the performance of his duties.
15. 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 Principal Business and Enterprise Analyst in the roles ascribed to him.

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Ministry of Civil Service and
Administrative Reforms*

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