GOVERNMENT OF MAURITIUS

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

Ministry: Public Service, Administrative and Institutional Reforms
Post: Management Analyst/Senior Management Analyst
Salary: Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 –
49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 (01 058 092)
Effective Date: 01 December 2021
Qualifications: A. A degree in Management or Human Resource Management or Economics
or Business Administration or Public Sector Management or Information
Technology from a recognised institution or an equivalent qualification
acceptable to the Public Service Commission.

B. Candidates should –
   (i) possess good analytical skills;
   (ii) have the ability to work in a multi-disciplinary team;
   (iii) possess effective interpersonal and communication skills;
   (iv) be proactive and keep abreast of latest trends in business
    transformation;
   (v) be able to meet tight deadlines; and
   (vi) be computer literate.

NOTE
Selected candidates will be required to follow on-the-job training to make them
conversant with all aspects of the work of a Management Analyst/Senior
Management Analyst.

Candidates should produce written evidence of knowledge claimed.

Role and Responsibilities: To assist in the development of strategies, roadmaps, guidelines, tools and
programmes that support Public Sector Business Transformation and continuous
improvement in the Public Sector.

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S. Chundunsing (Mrs)
for Secretary for Public Service
01 December 2021
Duties:

1. To be responsible to the Director, Public Sector Business Transformation Bureau through the Assistant Director, Public Sector Business Transformation Bureau for –
   (i) providing technical advisory services on transformation, re-engineering, administrative and institutional reforms;
   (ii) conducting governance, organisational, management and business management reviews into malpractices and wastage;
   (iii) monitoring and evaluating the efficiency and effectiveness of Public Sector Business Transformation programmes and strategies and recommending alternatives or remedial actions;
   (iv) managing and evaluating current procedures and processes in the Public Sector and proposing practical solutions for their streamlining by the introduction of latest methodologies and digital technologies to ensure the best practices in the Government Department, public bodies and statutory corporations;
   (v) carrying out surveys and research studies in aspects relating to Public Sector Transformation, smart practices and efficiencies in Public Service delivery and advise on the choice of the best mix of strategies; and
   (vi) promoting the adoption of innovative technologies and electronic tools to accelerate the transformation of the Public Service.

2. To assist in –
   (i) the preparation of reports, policy and concept papers, options and recommendations analyses, presentations and other documents relating to transformation, re-engineering and reforms; and
   (ii) the development and implementation of transformation strategic plans and policies.

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

4. 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 Management Analyst/Senior Management Analyst in the roles ascribed to him.

CERTIFIED CORRECT

S. Chundunising (Mrs)
for Secretary for Public Service

01 December 2021

Date...