GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Training, Skills Development and Productivity
Post: Senior Human Resource Analyst
Salary: Rs 17,270 x 600 – 21,470 (ADM 4)
Effective Date: 15 July 2002
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Human Resource Analyst reckoning at least four years' service in a substantive capacity in the grade.

Duties:

1. To supervise and co-ordinate the work of Human Resource Analysts.
2. To draft policy papers on Human Resource Planning and Development.
3. To analyse reports and documents relating to Human Resource Planning and Development.
4. To make recommendations on Human Resource Planning and Development for different sectors in the economy.
5. To carry out training needs analysis and to ensure the implementation and monitoring of projects relating to Human Resource Development.
6. To prepare programmes for better utilisation of human resources in the different sectors of the economy.
7. To monitor the implementation of the Labour Market Information System.
8. To carry out job surveys and forecasts.
9. To monitor and evaluate labour market information and conduct policy analysis relating to changes in employment, real wages as well as wage regulations and productivity trends.
10. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

for Secretary for Public Service Affairs

15 JUL 2002

Date...