

GOVERNMENT OF MAURITIUS

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

- Ministry:** Education and Human Resources, Tertiary Education and Scientific Research
- Post:** Business Development Officer (Ex-SMEDA)
- Salary:** Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (06 055 081) (Personal)
- Effective Date:** 24 December 2018
- Qualifications:** By appointment of the Business Development Officer on the establishment of the former Small and Medium Enterprises Development Authority who has been redeployed to the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.
- Duties:**
1. To collect and analyse educational data and information for drafting policies, plans and programmes.
 2. To analyse public expenditure in education at both macro and micro levels and evaluate efficiency of education service delivery.
 3. To assist in project implementation schedule and project management and development of quality management systems.
 4. To undertake research with a view to making policy proposals regarding educational plans.
 5. To prepare reports/briefs/papers.
 6. To monitor individual student data and follow up.
 7. To assist in statistical design of surveys and studies at national level.
 8. To prepare public awareness programmes and to act as liaison between public and private sector organisations and the Ministry.
 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 Business Development Officer (Ex-SMEDA) in the roles ascribed to him.



CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

24 December 2018

Date.....