

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

- Ministry:** Education and Human Resources
- Post:** Analyst (Education)
- Salary:** Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (06 50 75)
- Effective Date:** 21 July 2014
- Qualifications:**
- A. A degree in Statistics or Economics or Accounting or Mathematics or Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) possess good interpersonal and communication skills as well as leadership skills;
 - (ii) possess good conceptual and analytical skills;
 - (iii) have the ability to learn and work in a multi-disciplinary team;
 - (iv) be able to work under pressure and meet tight deadlines; and
 - (v) be computer literate and conversant with at least a statistical package.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To collect and analyse educational data for the purpose of Programme-Based Budget preparation and monitoring.
 2. To analyse public expenditure in education at both macro and micro levels and evaluate efficiency of education service delivery.
 3. To carry out management analysis and consultancy works, project management and development of quality management systems.
 4. To undertake research with a view to making policy proposals regarding educational reforms.

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Alexander
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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

21 July 2014

Date.....

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5. To prepare reports, briefs and papers describing and analyzing the performance of the education sector.
6. To co-ordinate and monitor individual student data for tracking purposes.
7. To assist in statistical design of surveys and studies at national level.
8. To serve as liaison between relevant public and private sector organizations and the Ministry of Education and Human Resources.
9. To use advanced ICT techniques 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 Analyst (Education) in the roles ascribed to him.



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