

GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance and Economic Development
- Post:** Analyst/Senior Analyst
- Salary:** Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 58,775 (01 49 79)
- Effective Date:** 23 April 2014
- Qualifications:** A. A degree in Finance or Economics or Business Studies or Law or Philosophy or Psychology or Sociology or Accounting or Mathematics or Computer Science or Information Technology or any related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- OR
- A professional qualification in Accountancy or Engineering or Architecture.
- B. Candidates should –
- (i) have strong analytical ability;
  - (ii) possess good interpersonal and communication skills, both written and spoken;
  - (iii) have the ability to learn and work in a multi-disciplinary team;
  - (iv) be able to work under pressure and meet deadlines;
  - (v) be proactive and committed to continuous learning;
  - (vi) have a strong customer focus; and
  - (vii) be computer literate.

**NOTE**

Selected candidates who are professional Accountants will start at salary point Rs 26,675 and those who are professional Engineers or Architects will start at salary point Rs 27,425.

Candidates should produce written evidence of knowledge claimed.

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**CERTIFIED CORRECT**

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*S. Chandrasekaran*  
for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

23 April 2014

Date.....

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**Role and  
Responsibilities:**

To analyse policy issues and to make recommendations to policy makers for the achievement of the goals and objectives of the Ministry/Department.

**Duties:**

1. To perform duties, as may be assigned and, in particular, the following –
  - (i) to collect and analyse economic, social, environmental, financial, fiscal and other relevant information and/or data required for the attainment of the objectives of the Ministry/Department and/or the reform programme of Government;
  - (ii) to assist in the preparation of Ministry, sectoral and/or national development programmes, policies, plans, Budget and/or international engagements;
  - (iii) to monitor, report and evaluate progress on the implementation of the Government Programme, as well as national, sectoral and international engagements, Ministry/Department plans and/or Budget measures and/or indicators;
  - (iv) to support the internalisation of the Programme-Based Budgeting and/or National Plan, including refining of program structure, performance specification and provide substantive contributions to long and medium term goals and plans;
  - (v) to conduct management analysis and make recommendations in the context of the development of quality management systems for effective service delivery to the public and other stakeholders;
  - (vi) to carry out research in relation to the duties specified in order to meet the requirements of the Ministry/Department;
  - (vii) to undertake analysis and make recommendations to support reforms on issues such as project management, quality assurance, procurement processes and continuous improvement processes; and
  - (viii) to ensure that the debt management activity of the Debt Management Unit takes place in a structured environment with a high degree of risk awareness.
2. To use ICT in the performance of his duties.
3. 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/Senior Analyst in the roles ascribed to him.



**CERTIFIED CORRECT**

*Sr. Chandrasekhar*  
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*for Senior Chief Executive*  
*Ministry of Civil Service and*  
*Administrative Reforms*

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