

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

- Ministry:** Finance and Economic Development
- Post:** Assistant Manager (Ex-SMEDA)
- Salary:** Rs 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (01 059 085) (Personal)
- Effective Date:** 27 September 2019
- Qualifications:** By appointment of the Assistant Manager on the establishment of the former Small and Medium Enterprises Development Authority (Ex-SMEDA) who has been redeployed to the Ministry of Finance and Economic Development.
- Duties:**
1. To be responsible to the Director (Economic and Finance) through the Lead Analyst for the performance of the following duties –
    - (i) to monitor, report and evaluate progress on the implementation of the Government Programme, Budget measures and Public Sector Investment Plan;
    - (ii) to analyse and make recommendations in support of reforms on project management and procurement;
    - (iii) to liaise with line Ministries in connection with the updating of milestones for major capital projects and budgetary measures having a construction/infrastructure component in the Public Sector Investment Programme and submit progress reports;
    - (iv) to prepare briefs on major projects for external financing and revise Budget Estimates in respect of the Capital Budget as may be required;
    - (v) to evaluate progress and report on disbursement/implementation of projects relating to External Financing, Public Entities projects, National Empowerment Fund projects and Community Based Projects Functional Classifications;
    - (vi) to assist in the analysis and evaluation of capital projects proposals submitted by line Ministries and public bodies;

/2...



CERTIFIED CORRECT

.....  
S. Chundunsing (Mrs)  
for Secretary for Public Service

27 September 2019  
Date.....

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

-2-

- (vii) to prepare draft project assessment reports in terms of strategic relevance and detailed assessment reports for the implementation of projects;
  - (viii) to design, develop and maintain a database on projects examined by the Public Investment Management unit; and
  - (ix) to participate in meetings and committees and take notes of meetings and ensure proper follow-up action.
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 Assistant Manager (Ex-SMEDA) in the roles ascribed to him.

CERTIFIED CORRECT

.....  
*S. Chundursing*  
S. Chundursing (Mrs)  
*for Secretary for Public Service*

27 September 2019

Date.....

