

GOVERNMENT OF MAURITIUS

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

Ministry: Foreign Affairs, Regional Integration and International Trade (International Trade Division)

Post: Senior Analyst (Trade Policy)

Salary: Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 (02 64 79)

Effective Date: 20 June 2014

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Analyst (Trade Policy) who reckon at least three years' service in a substantive capacity in the grade and who possess good analytical skills.

Role and Responsibilities: To assist the Director, Trade Policy, Deputy Director, Trade Policy and the Principal Analyst (Trade Policy) in the formulation and implementation of trade policies.

- Duties:**
1. To assist in –
 - (a) the follow-up of the works of international and regional trade organisations, including the negotiations of international and regional trade agreements;
 - (b) monitoring compliance of Mauritius with international trade obligations; and
 - (c) drafting trade agreements/treaties and trade bills/regulations.
 2. To prepare trade briefs, collect and disseminate trade information and supervise the operation of the World Trade Organisation reference centre.
 3. To prepare notifications about trade policies and practices of Mauritius to the World Trade Organisation Secretariat.
 4. To study and analyse reports and documents from the World Trade Organisation and other international trade agencies.
 5. To carry out trade analysis and research and to undertake report-writing.
 6. To provide technical and secretariat back-up to National Committees.
 7. To use ICT in the performance of his duties.
 8. 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 Senior Analyst (Trade Policy) in the roles ascribed to him.



CERTIFIED CORRECT

[Handwritten Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

20 June 2014

Date.....