

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:** Trade Policy Information Officer
- Salary:** Rs 12,300 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 22,000 (08 29 49)
- Effective Date:** 11 August 2009
- Qualifications:** By selection from among serving officers who hold a substantive appointment and who:
 - (i) are computer literate; and
 - (ii) are trained or have experience in the operation of trade information network and the WTO Reference Centre.
 Candidates should produce written evidence of knowledge/experience claimed.
- Duties:**
 1. To be responsible to the Secretary for Foreign Affairs for:
 - (i) accessing through secure password provided by the WTO Secretariat, to restricted WTO documents, reports, studies found on the WTO Document Dissemination Facility (DDF) system;
 - (ii) keeping track of the de-restricted WTO documents for dissemination to the public;
 - (iii) visiting daily the websites of WTO, UNCTAD, ITC, COMESA, SADC and other trade related institutions/organisations;
 - (iv) scanning, retrieving and compiling trade news/information from the websites and relevant sources and submitting them to the Secretary for Foreign Affairs prior to circulation and dissemination;
 - (v) assisting in the publication of a daily newsletter for internal circulation; and
 - (vi) classifying and indexing of trade information/publications.
 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 Trade Policy Information Officer in the roles ascribed to him.



CERTIFIED CORRECT

R. Rue

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 11 AUG 2009