

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

- Ministry:** Prime Minister's Office (Defence and Home Affairs)
- Post:** Migration Analyst
- Salary:** Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (02 49 75)
- Effective Date:** 01 July 2015
- Qualifications:**
- A. A degree in Finance or Administration or Management or Economics or Information Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) reckon at least one year's experience in project work in an international organisation;
 - (ii) possess experience in conducting research work;
 - (iii) possess excellent communication, interpersonal and negotiating skills;
 - (iv) possess project management skills;
 - (v) be committed to achieving strategic objectives relating to migration; and
 - (vi) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**

To be responsible to the Secretary for Home Affairs or any other officer designated by him for the overall co-ordination of the activities and programmes of the Migration Policy Unit.

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

01 July 2015

Date.....

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Duties:

1. To act as liaison officer between the Migration Policy Unit and the various Government agencies involved in migration issues.
2. To be responsible for –
 - (a) providing the necessary support for the design, conceptualisation and development of new projects;
 - (b) identifying funding sources and implementation strategies towards meeting the objectives of the Unit; and
 - (c) monitoring the website for projects.
3. To co-ordinate with the working groups towards the finalisation of the strategy and national plan of action on Migration and Development.
4. To liaise with funding agencies as well as other stakeholders involved in projects and assist in resource mobilisation.
5. To support implementation activities in relation to migration.
6. To create a roadmap to successful process of migration.
7. To develop an effective system for proper monitoring, assessing and evaluating of projects including projects progress and reporting.
8. To carry out research work, sensitisation/awareness programmes and conduct workshops.
9. To organise networking events and similar meetings.
10. To identify opportunities for new programmes.

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11. To prepare regular management reports and relevant information/newsletter and other materials for dissemination to focal points and other stakeholders.
12. To prepare the budget in connection with activities to be carried out by the Unit, including targeted impact assessments, consultations with Diaspora, needs assessment, migration surveys, participation in workshops on Migration and Development and other capacity building activities.
13. To use ICT in the performance of his duties.
14. 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 Migration Analyst in the roles ascribed to him.



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