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GOVERNMENT OF MAURITIUS

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

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

**Post:** Senior Co-operation Analyst

**Salary:** Rs 30,000 x 1,250 – 45,000 (02 59 71)

**Effective Date:** 31 May 2010

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Co-operation Analyst who reckon at least three years' service in a substantive capacity in the grade and who possess -

- (a) analytical and supervisory abilities; and
- (b) good conceptual skills.

- Duties:**
1. To assist the Principal Co-operation Analyst in identification, development and formulation of projects and policies relating to regional integration and in the maintenance of database on regional groupings across the world.
  2. To supervise the assignments given to the Co-operation Analysts.
  3. To examine projects, undertake feasibility studies thereon and process them.
  4. To study technical and experts' reports and other documents relating to projects, policies, regional issues and make recommendations thereon.
  5. To follow up on all queries and issues raised by regional partners and funding agencies and national stakeholders on regional integration matters.
  6. To assess prospects for the development of the various sectors of the economy from a regional perspective, identify problems connected with them and advise on policy measures to be taken into account in the national interest.
  7. To prepare sectoral reviews and plans and identify areas of research and make research proposals.
  8. To prepare terms of reference for studies and technical assistance.

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CERTIFIED CORRECT

*Akeasia*

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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

Date..... 31 MAY 2010 .....

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9. To liaise with the line Ministries, regional groupings and keep up-to-date briefs on programmes/projects/activities.
10. To ensure proper maintenance of the documentation section.
11. To participate in meetings of the regional organisations.
12. To use ICT in the performance of his duties.
13. 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 Senior Co-operation Analysts in the roles ascribed to them.



CERTIFIED CORRECT

*Alecassip*

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

Date..... *31 MAY 2010* .....