

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Senior Analyst, Rodrigues Regional Assembly
- Salary:** Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (02 069 085)
- Effective Date:** 12 June 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Analyst, Rodrigues Regional Assembly who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) possess good analytical and organisational skills;
 - (ii) possess good leadership and managerial skills; and
 - (iii) have a high sense of responsibility and commitment.
- Role and Responsibilities:** To be responsible for the formulation and implementation of development projects.
- Duties:**
1. To be responsible to the Island Chief Executive or the Departmental Head for the proper co-ordination, supervision and monitoring of all development projects in Rodrigues.
 2. To supervise and co-ordinate the work of Analysts, Rodrigues Regional Assembly.
 3. To identify projects for implementation in the context of the development of the Island of Rodrigues.
 4. To appraise, in collaboration with the Ministry of Finance and Economic Development, the various projects identified.
 5. To prepare project write-ups for financing in accordance with the requirements of funding agencies.
 6. To ensure the implementation and completion of projects within deadlines, allocated budget and accepted levels of quality, and to initiate remedial action where required.

/2...



CERTIFIED CORRECT

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

12 June 2017

Date.....

GOVERNMENT OF MAURITIUS

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

-2-

7. To ensure that optimum use is made of the human resources in the implementation of projects.
8. To evaluate the impact of completed projects on the overall development of the island.
9. To advise on all matters relating to the development of roads and other infrastructure in Rodrigues.
10. To assist in the preparation of tender documents and in the evaluation of tenders, as and when required.
11. To submit to the Island Chief Executive or the Departmental Head, regular reports on the status of implementation of projects.
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 the Senior Analyst, Rodrigues Regional Assembly in the roles ascribed to him.



CERTIFIED CORRECT


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

12 June 2017

Date.....