

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Lead Analyst
- Salary:** Rs 64,800 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000  
(01 086 095)
- Effective Date:** 01 October 2019
- Qualifications:**
- A. By selection from among –
- (i) Senior Analysts, Rodrigues Regional Assembly who hold a substantive appointment in the grade; and
  - (ii) Analysts, Rodrigues Regional Assembly who reckon at least six years' service in a substantive capacity in the grade or an aggregate of at least six years' service in a substantive capacity in the grade of Analyst, Rodrigues Regional Assembly and the former grade of Economist.
- B. Candidates should –
- (i) have good monitoring, evaluation and problem-solving skills;
  - (ii) have a sense of initiative and the ability to adopt a proactive/comprehensive approach to work and to propose solutions to national and international issues;
  - (iii) possess effective decision-making skills and have the ability to make sound recommendations and develop convincing arguments in support of recommendations;
  - (iv) possess good communication and interpersonal skills and have the ability to communicate policy options clearly;
  - (v) have the ability to lead a multi-disciplinary team; and
  - (vi) have knowledge in any of the following areas of specialisation –
    - (a) Financial and Fiscal policies and Macro-Fiscal Framework;

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**CERTIFIED CORRECT**

.....*S. Chundung*.....

**S. Chundung (Mrs)**  
*for Secretary for Public Service*

**01 October 2019**

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- (b) Taxation;
- (c) Public Debt Management and Public Financial Management;
- (d) National Planning and Financial Machinery of Government;
- (e) Investment and Business Management;
- (f) Project Management;
- (g) Regional, National and International Affairs; and
- (h) Sector Ministries Policy and Budget Issues.

Candidates should produce written evidence of knowledge claimed.

**Role and  
Responsibilities:**

To ensure that economic, financial and fiscal policy issues are properly analysed and to make appropriate recommendations.

**Duties:**

1. To be responsible to the Island Chief Executive for the performance of the following duties –
  - (i) to lead a multi-disciplinary team of officers of the Economic Planning and Monitoring Unit and to be responsible for all sectors entrusted to the Rodrigues Regional Assembly, as and when required;
  - (ii) to manage and supervise the work of a team of officers and to ensure the effective performance of the following –
    - (a) collection and analysis of economic, social, environmental, financial, fiscal and other relevant information/data required to achieve the objectives of the various Commissions in the Rodrigues Regional Assembly;

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- (b) preparation of the Rodrigues Regional Assembly Sectoral and/or National development programmes, policies, plans and budget;
  - (c) monitoring, reporting and evaluating progress on the implementation of the Government Programme, National, Sectoral and International commitments/engagements, Rodrigues Regional Assembly plans and budget measures;
  - (d) providing substantial contributions to long and medium term goals and plans;
  - (e) conducting management analysis and making recommendations in the context of the development of quality management systems for effective service delivery to the public and other stakeholders;
  - (f) carrying out research relating to his duties and to meet the requirements of the various Commissions in the Rodrigues Regional Assembly; and
  - (g) undertaking analysis and making recommendations to support reforms on issues such as project management, quality assurance, procurement processes and continuous improvement processes;
- (iii) to introduce new management concepts and techniques in the Rodrigues Regional Assembly in order to improve the decision-making process and organisational effectiveness;
  - (iv) to perform duties of a complex nature related to organisational studies and management reviews and to carry out management analysis and consultancy work, project management and development of quality management system;
  - (v) to provide coaching and guidance to subordinate staff and make recommendations on their training needs in order to address performance gaps; and

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- (vi) to assess and monitor individual performance of officers in the team under his supervision.
- 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 Lead Analyst in the roles ascribed to him.

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*S. Chundarsing*

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*for Secretary for Public Service*

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