

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

- Ministry:** Prime Minister's Office (Strategic Policy Unit)
- Post:** Analyst/Senior Analyst, Strategic Policy Unit
- Salary:** Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 58,775
(01 49 79)
- Effective Date:** 26 February 2016
- Qualifications:**
- A. A degree in Economics from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess analytical, interpersonal and communication skills;
 - (ii) have knowledge of statistical methods and be able to interpret statistical information;
 - (iii) have a sense of initiative and be able to work in a multidisciplinary team;
 - (iv) be able to work under pressure and meet tight deadlines;
 - (v) be proactive and committed to continuous learning; and
 - (vi) be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE

For the first intake, by appointment of officers who hold a substantive appointment in the grades of Senior Analyst and Analyst/Senior Analyst (formerly Analyst), who are already serving at the Prime Minister's Office (Strategic Policy Unit) and who –

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*for Senior Chief Executive
Ministry of Civil Service and
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- (i) were officers of the former Economist Cadre of the ex-Ministry of Economic Planning and Development;
- (ii) have opted for the revised emoluments and terms and conditions set out in the Pay Research Bureau Report 2013; and
- (iii) opt to join the grade of Analyst/Senior Analyst, Strategic Policy Unit on the establishment of the Strategic Policy Unit at the Prime Minister's Office.

Duties:

1. To be responsible to the Director, Strategic Policy Unit through the Lead, Analyst, Strategic Policy Unit for the performance of the following duties –
 - (a) to assist –
 - (i) line Ministries/Departments/Organisations in the formulation of sectoral action plans/programmes/projects with a view to integrating them into the National Strategic Plan and monitor their implementation;
 - (ii) the development of strategic policies and preparation of macro-economic and sectoral models;
 - (iii) in formulating, evaluating, co-ordinating and monitoring economic policies and strategies;
 - (iv) in the co-ordination of assistance from international, bilateral and multilateral sources; and
 - (v) in the development of an effective communication strategy with Executing Ministries, Development Partners, Private Sectors and Civil Societies.

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- (b) to analyse and prepare draft strategic/policy papers on socio-economic and financial issues;
 - (c) to examine and advise on feasibility studies for major development projects;
 - (d) to undertake periodical review of the national goals and objectives and prepare critical sectoral analysis reports;
 - (e) to collect and analyse economic and financial data and prepare reports relating to the macro-economic performance of the economy;
 - (f) to monitor performance and evaluate impact of the public sector investment; and
 - (g) to carry out research and identify potential areas for the inception of new economic avenues and poles of growth.
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 Analyst/Senior Analyst, Strategic Policy Unit in the roles ascribed to him.



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