

GOVERNMENT OF MAURITIUS

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

- Ministry:** Prime Minister’s Office (Strategic Policy Unit)
- Post:** Lead Analyst, Strategic Policy Unit
- Salary:** Rs 62,375 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 (01 81 89)
- Effective Date:** 26 February 2016
- Qualifications:**
  - A. By selection from among officers in the grade of Analyst/Senior Analyst, Strategic Policy Unit 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 grades of Analyst/Senior Analyst and the former grades of Senior Analyst and Analyst.
  - B. Candidates should –
    - (i) possess good administrative, supervisory and leadership skills;
    - (ii) possess good interpersonal and communication skills;
    - (iii) possess strong analytical, monitoring, evaluation and problem-solving skills;
    - (iv) have a good knowledge of domestic, regional and international socio-economic issues and their likely implications for Mauritius; and
    - (v) be proactive and able to take initiatives and propose innovative solutions to current national economic and social issues.

**NOTE**

For the first intake, by appointment of officers who hold a substantive appointment in the grade of Lead Analyst and are already serving at the Prime Minister’s Office (Strategic Policy Unit), and who –

- (i) were officers of the former Economist Cadre of the ex-Ministry of Economic Planning and Development;

/2...



CERTIFIED CORRECT

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

26 February 2016

Date.....

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

-2-

- (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 Lead Analyst, Strategic Policy Unit on the establishment of the Strategic Policy Unit at the Prime Minister's Office.

**Role and  
Responsibilities:**

To assist the Director, Strategic Policy Unit in the formulation, evaluation, co-ordination and monitoring of socio-economic development strategies, policies and programmes to ensure optimum use of resources.

**Duties:**

1. To be responsible to the Director, Strategic Policy Unit for the performance of the following duties –
  - (a) to assist the Director, Strategic Policy Unit in the performance of his duties and in the general administrative supervision of the Strategic Policy Unit;
  - (b) to assist line Ministries/Departments/Organisations in the formulation of strategies consistent with the National Strategic Plan;
  - (c) to act as liaison officer between the Unit and line Ministries/Departments/Organisations;
  - (d) to plan, organise and be responsible for specialised sectors entrusted to the Unit;
  - (e) to lead, supervise, co-ordinate and monitor the work of Analyst/Senior Analysts;
  - (f) to co-ordinate the preparation of draft policy papers on socio-economic and financial issues and major macro-economic forecasts and models;
  - (g) to supervise the collection and analysis of economic and financial data;

/3...



**CERTIFIED CORRECT**

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

**26 February 2016**

**Date.....**



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

-3-

- (h) to take a leading role in the formulation, co-ordination and monitoring of economic policies and strategies in line with the national goals and objectives;
  - (i) to ensure –
    - (i) the integration of sectoral programmes/projects in the National Strategic Plan and the monitoring of their implementation; and
    - (ii) the periodical review of the National Strategic Plan.
  - (j) to examine and advise on feasibility studies for major development projects;
  - (k) to act as facilitator in the preparation of working papers, briefs and analytical reports on the performance of the economy;
  - (l) to initiate, co-ordinate and supervise research/intelligence work on socio-economic matters and to identify potential areas for the development of new economic avenues and poles of growth;
  - (m) to co-ordinate assistance from international, bilateral and multilateral sources; and
  - (n) to assist in the development of an effective communication strategy with Executing Ministries, Development Partners, Private Sectors and Civil Societies.
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, Strategic Policy Unit in the roles ascribed to him.

**CERTIFIED CORRECT**



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

**26 February 2016**

**Date.....**

