


GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Economic Planning and Monitoring Unit)
- Post:** Senior Statistical Officer
- Salary:** Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350
(20 050 069)
- Effective Date:** 03 August 2020
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Statistical Officer who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) possess the Higher Certificate in Statistics of the United Kingdom Royal Statistical Society or have been exempted therefrom or possess an equivalent qualification acceptable to the Public Service Commission
- or
- have successfully followed a training course in Advanced Statistics of at least one year duration, as approved and arranged by the Rodrigues Regional Assembly;
- (ii) possess supervisory and problem-solving skills; and
- (iii) have the ability to work in a team, take initiatives and meet tight deadlines.
- Duties:**
1. To be responsible for the day-to-day running of the statistical unit.
 2. To coordinate and monitor the work of Statistical Officers and other subordinate staff and provide guidance to them, including –
 - (a) to allocate tasks and vet outputs of staff; and
 - (b) to develop performance indicators, evaluate and report on the performance of staff.
 3. To organise the collection, validation, compilation, tabulation and dissemination of data in a timely manner.
 4. To update monthly/quarterly/annual publications.

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CERTIFIED CORRECT


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D. Gowry (Mrs)
for Secretary for Public Service

03 August 2020

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5. To apply statistical methods to perform complex calculations and computations.
6. To attend to users' requests for information according to established guidelines.
7. To provide support in –
 - (a) the conduct of censuses and surveys; and
 - (b) the preparation of technical and statistical reports.
8. To make use of computer software for computer processing and presentation, such as –
 - (a) to perform calculations and complex computations using specialised software such as STATA and Census and Survey Processing System (CSPPro);
 - (b) to develop working files/format for data entry in specialised software;
 - (c) to develop validation and tabulation applications using statistical packages under the guidance of a Statistician;
 - (d) to prepare soft copy of regular statistical publications; and
 - (e) to use mapping software to produce Geographic Information System (GIS) outputs such as field maps, thematic and dot maps.
9. To use ICT in the performance of his duties.
10. 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 Statistical Officer in the roles ascribed to him.

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D. Gowry (Mrs)
for Secretary for Public Service

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