


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:** Statistical Officer
- Salary:** Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 (20 038 063)
- Effective Date:** 03 August 2020
- Qualifications:** A. By selection from among –
- (i) officers who hold a substantive appointment in the grade of Clerical Officer/Higher Clerical Officer or Management Support Officer and who possess a Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics or passes in at least two subjects including Mathematics obtained on one certificate at the General Certificate of Education “Advanced Level”
- AND
- (ii) candidates who possess a Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics or passes in at least two subjects including Mathematics obtained on one certificate at the General Certificate of Education “Advanced Level”.
- OR
- Equivalent qualifications to A(i) and A(ii) above acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess good interpersonal and communication skills;
- (ii) be able to work both independently and in teams;
- (iii) be customer-oriented;
- (iv) be capable of meeting performance targets and standards; and
- (v) have a good command of computer software.

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D. Gowry (Mrs)
for Secretary for Public Service

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Candidates should produce written evidence of knowledge claimed.

NOTE


Selected candidates will be appointed in a temporary capacity in the first instance and will be required to follow an in-service training course in Basic Statistics, both theoretical and practical, including on-the-job training, for a period of at least one year, in all aspects of the work of Statistical Officer, as approved and arranged by the Rodrigues Regional Assembly. On successful completion of the training and on obtention of the appropriate certificate, they will be considered for appointment as Statistical Officer in a substantive capacity.

Duties:

1. To assist the Senior Statistical Officer and Statistician, as appropriate, in the performance of their duties including –
 - (a) the development of data entry, validation and tabulation applications using statistical packages;
 - (b) the production of Geographic Information System (GIS) related products such as thematic and dot maps;
 - (c) administrative tasks relating to recruitment of field staff; and
 - (d) the preparation of sampling frames and in the selection of sampling units as per set procedures.
2. To collect statistical data to produce statistics to enable government bodies and other institutions concerned to take informed decisions.
3. To check source data and survey responses to ensure completeness, accuracy and consistency.
4. To perform fieldwork –
 - (a) to collect data from establishments including sales outlets and public institutions; and
 - (b) to minimise non-response and settle queries.

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5. To classify and code data according to established standards.
6. To make use of computer software for computer processing and presentation, in particular to –
 - (a) capture data in specialised statistical package, such as Census and Survey Processing System (CSPro);
 - (b) perform calculations and complex computations using advanced features of Excel and other spreadsheets;
 - (c) prepare tables and charts; and
 - (d) update spatial and non-spatial data in geographical database.
7. To perform tasks in connection with the conduct of censuses and surveys as follows –
 - (a) to issue and collect documents from field staff;
 - (b) to edit and code data received from field staff;
 - (c) to demarcate geographical areas and produce cartographic maps;
 - (d) to prepare, scan, digitise, edit and maintain maps using specialised mapping software, such as GIS; and
 - (e) to upload and download applications and data files on tablet computers.
8. To use ICT in the performance of his duties.
9. 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 Statistical Officer in the roles ascribed to him.

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