

GOVERNMENT OF MAURITIUS

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

Department: Statistics Mauritius

Post: Principal Statistical Officer

Salary: Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 (20 062 080)

Effective Date: 03 July 2023

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Statistical Officer/Senior Statistical Officer who reckon at least two years' service in a substantive capacity in the grade or an aggregate of at least two years' service in a substantive capacity in the grade of Statistical Officer/Senior Statistical Officer and the former grades of Statistical Officer and/or Senior Statistical Officer 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 Statistics Mauritius;

- (ii) possess good leadership and organisation skills;
- (iii) possess supervisory and problem-solving skills;
- (iv) have the ability to work in a team and take initiatives;
- (v) are proactive; and
- (vi) are able to meet tight deadlines.

Role and Responsibilities: To assist the Statistician/Senior Statistician in the smooth delivery of statistical services and to guide and coach subordinate staff.

- Duties:**
1. To be responsible for the day-to-day running of a statistical unit.
 2. To coordinate and monitor the work of Statistical Officer/Senior Statistical Officers and other subordinate staff and provide guidance to them, including –
 - (a) to allocate tasks and vet outputs of staff; and

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B. D. Nundloll

B. D. Nundloll (Mrs)
for Secretary for Public Service

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- (b) to develop performance indicators, evaluate and report on the performance of staff.
3. To organise and supervise the collection, validation, compilation, tabulation and dissemination of data in a timely manner.
4. 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/Senior Statistician;
 - (d) to prepare soft copy of regular statistical publications; and
 - (e) to use mapping software to produce GIS outputs such as field maps, thematic and dot maps.
5. To assist Statistician/Senior Statisticians in the organisation and conduct of censuses and surveys, including –
- (a) consulting users to determine their statistical needs;
 - (b) design of questionnaire;
 - (c) building of sampling frame;
 - (d) application of sampling methodology; and
 - (e) development of quality control measures to ensure high quality statistical data.
6. To apply complex statistical methods to compute statistical indicators.

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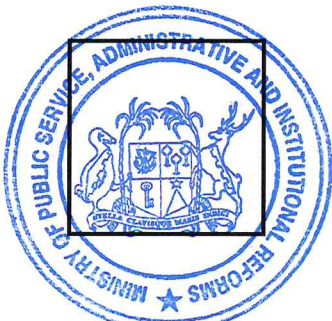
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7. To assist Statistician/Senior Statisticians in –
 - (a) the application of advanced statistical methods and data analysis;
 - (b) making forecasts and projections; and
 - (c) the preparation of technical reports and statistical digests.
8. To attend the User's request for information according to established guidelines.
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 Principal Statistical Officer in the roles ascribed to him.



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