

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

- Department:** Statistics Mauritius
- Post:** Statistician/Senior Statistician
- Salary:** Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 (20 058 092)
- Effective Date:** 03 July 2023
- Qualifications:** A. By selection from among officers who hold a substantive appointment in the grades of –
- (a) Principal Statistical Officer; and
 - (b) Statistical Officer/Senior Statistical Officer who reckon at least four years' service in a substantive capacity in the grade of Statistical Officer/Senior Statistical Officer or an aggregate of at least four 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 who possess –
 - (i) a pass at the Final Examinations of the United Kingdom Royal Statistical Society or an equivalent qualification from a recognised professional body acceptable to the Public Service Commission
 - or
 - (ii) a degree in Statistics or Applied Statistics or a joint degree with Statistics as a major component from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

NOTE 1

In the absence of qualified officers in the grades of Principal Statistical Officer and Statistical Officer/Senior Statistical Officer, by selection from among candidates who –

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- (a) 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”;
- (b) possess a pass at the Final Examinations of the United Kingdom Royal Statistical Society or an equivalent qualification from a recognised professional body acceptable to the Public Service Commission

or

possess a degree in Statistics or Applied Statistics or a joint degree with Statistics as a major component from a recognised institution

OR

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission; and

- (c) are computer literate.

Note

Qualification at (a) above should have been obtained prior to qualification at (b) above. However, candidates who, as at 30 June 2013, did not possess the qualification at (a) above, will also be considered provided they hold –

- (i) a Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission;

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- (ii) a Master's Degree or a postgraduate diploma from a recognised institution in Statistics or in a related field or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (i) under 'Note' should have been obtained prior to qualifications at (b) above and at (ii) under 'Note'.

Candidates should produce written evidence of knowledge claimed.

B. Candidates should –

- (i) have good planning and organising skills;
- (ii) possess leadership and interpersonal skills to operate within multi-disciplinary teams;
- (iii) possess good analytical and problem-solving skills;
- (iv) be able to communicate clearly and coherently both verbally and in writing;
- (v) be able to prioritise work and meet deadlines;
- (vi) have a strong customer-orientation; and
- (vii) have a good command of economic, financial and social issues.

Role and Responsibilities:

To assist in the formulation and implementation of policies relating to Statistics Mauritius by providing necessary technical support and services on statistical and related matters and to manage human and other resources under his supervision to achieve organisational objectives.

Duties:

1. To lead and manage Principal Statistical Officers and Statistical Officer/Senior Statistical Officers working under his supervision, individually and in teams.

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2. To develop appropriate performance indicators to monitor his own work and those of subordinate staff working under his supervision, individually and in teams.
3. To develop appropriate methods, plan, design, organise and conduct censuses, surveys and other Statistical enquiries, in particular to –
 - (a) consult users to determine their statistical needs;
 - (b) design questionnaire;
 - (c) build the sampling frame;
 - (d) develop the sampling methodology;
 - (e) develop quality control measures to ensure that statistical data collected and processed are in conformity to the quality expected;
 - (f) use appropriate method to evaluate and analyse the data collected; and
 - (g) write an analytical report and disseminate results.
4. To initiate, coordinate and make use of appropriate methods for collection, analysis, interpretation, presentation and dissemination of quality statistics that meet user needs and contribute to decision making.
5. To plan, design, develop and maintain effective information systems and operation systems to support the functions of the Department.
6. To gather and process geographical data and maintain databases to provide geographical information and maps in support of the operations of the Department.
7. To set up, evaluate, monitor and improve systems to implement management policies.
8. To develop, implement and monitor communication strategies to promote and increase awareness of the Department.

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9. To prepare methodological, technical, statistical and analytical reports.
10. To make use of computer system, including—
 - (a) use of specialised statistical software, such as STATA and SPSS for computation and analysis of statistical indicators;
 - (b) development of working files/format for data entry in specialised software;
 - (c) construction of editing and coding procedures, and validation rules for statistical data;
 - (d) preparation of soft copy of regular statistical publications; and
 - (e) use of mapping software to produce GIS outputs such as field maps, thematic and dot maps.
11. To collaborate with IT professionals during the development/revision of application systems including Geographical Systems and to produce demand-driven and cost-effective statistical products and services.
12. To plan and direct activities/work processes of statistical units including work of Principal Statistical Officers through the development of appropriate performance standards.
13. To be responsible for the development and implementation of work programme of statistical units.
14. To ensure the quality of collected data for accuracy, consistency, coherence, comparability, timeliness and periodicity.
15. To evaluate the statistical methods and procedures used to obtain, process and analyse data in order to ensure validity and applicability.
16. To develop new or revise existing statistical methods and quantitative methods for analysis and estimates including forecasts and projections.

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17. To participate in the promotion and application of international standards of statistical concepts, definitions, classifications and methods in statistics.
18. To coordinate work activities to ensure that performance targets are met.
19. To mentor and provide training to subordinate staff.
20. To organise seminars, workshops, training sessions, expert meetings and to contribute as a technical resource person.
21. To attend and participate actively in meetings/workshops/seminars.
22. To participate in research work including research for the innovations of statistical processes.
23. To make forecasts and projections and to undertake research work.
24. To use ICT in the performance of his duties.
25. 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 Statistician/Senior Statistician in the roles ascribed to him.



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