

GOVERNMENT OF MAURITIUS

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

- Ministry:** Business, Enterprise and Co-operatives (Business and Enterprise Division)
- Post:** Business Development Officer (Ex-SMEDA)
- Salary:** Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (02 054 081) (Personal)
- Effective Date:** 06 February 2019
- Qualifications:** By appointment of Business Development Officers on the establishment of the former Small and Medium Enterprises Development Authority who have been redeployed to the Ministry of Business, Enterprise and Co-operatives (Business and Enterprise Division).
- Role and Responsibilities:** To be responsible to the Supervising Officer on all matters relating to the formulation, development and implementation of strategies, policies and activities to drive the SME Sector towards better performance, good governance, transparency and accountability.
- Duties:**
1. To assist in –
 - (a) the preparation and review of strategies and policies pertaining to business and enterprises;
 - (b) financial planning, evaluate new business projects and strengthen entrepreneurship skills;
 - (c) the registration of SMEs; and
 - (d) the organisation of activities including seminars, workshops and expo-sales.
 2. To carry out research and planning assignments.
 3. To conduct site visits, carry out surveys, collect data, prepare reports, monitor performance and assist in business planning.
 4. To provide business facilitation services to SMEs.
 5. To analyse business requirements.
 6. To use ICT in the performance of his duties.
 7. 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 Business Development Officer (Ex-SMEDA) in the roles ascribed to him.

CERTIFIED CORRECT



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D. Gowry (Mrs)
for Secretary for Public Service

06 February 2019

Date.....

