

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

- Ministry:** Industrial Development, SMEs and Co-operatives (SMEs Division)
- Post:** Business and Enterprise Analyst
- 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 – 62,700 (02 058 088)
- Effective Date:** 22 June 2022
- Qualifications:**
- A. A degree in Business Economics and Investment Analysis or Management (Minor: Entrepreneurship) or Business Statistics with Finance or Entrepreneurial Management or Business Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess effective analytical skills;
- (ii) possess effective interpersonal and communication skills; and
- (iii) be computer literate.
- Candidates should produce written evidence of knowledge claimed.
- Duties:**
1. To assist in –
- (i) the preparation and review of strategies and policies pertaining to business and enterprises;
- (ii) the registration of SMEs; and
- (iii) financial and business planning.
2. To carry out research and planning assignments.
3. To prepare technical reports and evaluate new business projects and strengthen entrepreneurship skills.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Supervising Officer
**Ministry of Public Service, Administrative
and Institutional Reforms**

22 June 2022

Date.....

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4. To undertake assignments relating to enterprises, conduct site visits, carry out surveys, collect data and monitor performance.
5. To identify and analyse areas of inefficiency in businesses and propose remedial actions.
6. To analyse business requirements.
7. To tap new trends in entrepreneurship.
8. To attend to requests for support from business enterprises and provide business facilitation services to SMEs.
9. To make recommendations to boost up productivity and business enhancement.
10. To use ICT in the performance of his duties.
11. 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 and Enterprise Analyst in the roles ascribed to him.

Note

In case of a force majeure/public emergency, Business and Enterprise Analysts will be required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.



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