

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

- Ministry:** Public Service, Administrative and Institutional Reforms
- Post:** Management Analyst/Senior Management 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 – 64,400 x 1,800 – 69,800 (01 058 092)
- Effective Date:** 01 December 2021
- Qualifications:**
- A. A degree in Management or Human Resource Management or Economics or Business Administration or Public Sector Management or Information Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess good analytical skills;
 - (ii) have the ability to work in a multi-disciplinary team;
 - (iii) possess effective interpersonal and communication skills;
 - (iv) be proactive and keep abreast of latest trends in business transformation;
 - (v) be able to meet tight deadlines; and
 - (vi) be computer literate.

NOTE

Selected candidates will be required to follow on-the-job training to make them conversant with all aspects of the work of a Management Analyst/Senior Management Analyst.

Candidates should produce written evidence of knowledge claimed.

- Role and Responsibilities:** To assist in the development of strategies, roadmaps, guidelines, tools and programmes that support Public Sector Business Transformation and continuous improvement in the Public Sector.

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S. Chundusing
S. Chundusing (Mrs)
for Secretary for Public Service

01 December 2021

Date.....



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Duties:

1. To be responsible to the Director, Public Sector Business Transformation Bureau through the Assistant Director, Public Sector Business Transformation Bureau for –
 - (i) providing technical advisory services on transformation, re-engineering, administrative and institutional reforms;
 - (ii) conducting governance, organisational, management and business management reviews into malpractices and wastage;
 - (iii) monitoring and evaluating the efficiency and effectiveness of Public Sector Business Transformation programmes and strategies and recommending alternatives or remedial actions;
 - (iv) managing and evaluating current procedures and processes in the Public Sector and proposing practical solutions for their streamlining by the introduction of latest methodologies and digital technologies to ensure the best practices in the Government Department, public bodies and statutory corporations;
 - (v) carrying out surveys and research studies in aspects relating to Public Sector Transformation, smart practices and efficiencies in Public Service delivery and advise on the choice of the best mix of strategies; and
 - (vi) promoting the adoption of innovative technologies and electronic tools to accelerate the transformation of the Public Service.
2. To assist in –
 - (i) the preparation of reports, policy and concept papers, options and recommendations analyses, presentations and other documents relating to transformation, re-engineering and reforms; and
 - (ii) the development and implementation of transformation strategic plans and policies.
3. To use ICT in the performance of his duties.
4. 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 Management Analyst/Senior Management Analyst in the roles ascribed to him.



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