

GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance and Economic Empowerment
- Post:** Senior Analyst
- Salary:** Rs 30,000 x 1,250 – 45,000 (01 59 71)
- Effective Date:** 10 July 2009
- Qualifications:** By appointment of officers in the grade of Senior Financial and Management Analyst in post as at 30 June 2008 and who have opted to join the grade of Senior Analyst.
- Duties:**
1. To supervise and co-ordinate the work of Analysts.
 2. To analyse and/or prepare draft policy papers on economic, economic intelligence and commercial matters, revenue and expenditure, financial and/or organisational and management processes.
 3. To prepare papers on macro-economic aggregates, financial policies and/or sector issues for budget purposes.
 4. To assist in the preparation of sectoral development programmes and/or to submit regular reports on budget performance including policy implementation and to make recommendations for revenue/expenditure policy, economic, financial and/or management process changes.
 5. To undertake research work.
 6. To analyse issues in connection with debt management and foreign exchange.
 7. To prepare programmes for better utilisation of human, financial and other resources in the economy.
 8. To assist in the preparation of major macro-economic and sectoral models, their implementation schedules and to review progress on execution of the projects.
 9. To perform duties related to organisational studies and management review and to submit reports and recommendations.

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 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

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10. To monitor performance and evaluate impact of the public sector investment and other macro-economic programmes.
11. To carry out management analysis and consultancy work, project management and development of quality management systems.
12. To support, as required, sector Ministries to ensure that they prepare strategic plans and implement these as part of the budget process.
13. When posted to other Ministries/Departments:
 - (i) to advise Heads of Ministries/Departments on matters of an accountancy nature, especially where these are laid down in statutes;
 - (ii) to inspect and investigate economic, organisational and/or management processes, statements of accounts, records and documents of organisations, public and private, controlled by the Ministries/Departments and advise on improvements to existing human resources, financial, accounting and control systems and assist, where necessary, in the management of the organisations; and
 - (iii) to carry out investigations of an advanced nature requiring extensive knowledge of all direct and allied factors to the problem, taking into account Government's financial and economic policy, and submit comprehensive reports containing clear practical solutions to the matters under inquiry.
14. 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 Senior Analysts in the roles ascribed to them.



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