

GOVERNMENT OF MAURITIUS

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

Ministry: Health and Wellness
Post: Statistical Officer
Salary: Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 (20 038 063)
Effective Date: 08 February 2021
Qualifications: A. By selection from among –

- (i) officers who hold a substantive appointment in the grade of Clerical Officer/Higher Clerical Officer or Management Support Officer and who 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”

AND

- (ii) candidates who 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”

OR

Equivalent qualifications to A(i) and A(ii) above acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess good communication and interpersonal skills;
(ii) be able to work both independently and in teams;
(iii) be customer-oriented;
(iv) be capable of meeting performance targets and standards; and
(v) have a good command of computer software.

Candidates should produce written evidence of knowledge claimed.

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CERTIFIED CORRECT

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

08 February 2021

Date.....

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NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to follow an in-service training course in Basic Statistics, both theoretical and practical, including on-the-job training, for a period of at least one year, in all aspects of the work of Statistical Officer, as approved and arranged by the Ministry. On successful completion of the training and on obtention of the appropriate certificate, they will be considered for appointment as Statistical Officer in a substantive capacity.

Duties:

1. To assist the Senior Statistical Officer and the Principal Statistical Officer in the performance of their duties.
2. To collect, compile and process data, and prepare statistical tables with or without the use of electronic data processing equipment.
3. To participate in surveys.
4. To call at health institutions to assist staff in recording and applying accurate data, as and when required.
5. To calculate percentages, rates and other statistical measures, as and when required.
6. To make use of softwares for computer processing.
7. To use ICT in the performance of his duties.
8. 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 Statistical Officer in the roles ascribed to him.



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