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GOVERNMENT OF MAURITIUS

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

Ministry: Industry, Commerce and Consumer Protection (Commerce Division)

Post: Analyst (Trade)

Salary: Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775
(02 49 75)

Effective Date: 9 April 2014

- Qualifications:**
- A. A degree in Economics or Commerce or International Trade or International Business from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) possess analytical skills;
 - (ii) have a good knowledge of market survey techniques and trade promotion techniques;
 - (iii) be conversant with the functions of international institutions in world trade; and
 - (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
- 1. To advise the business community on trade agreements entered with various countries under different trade protocols and on international trade practices.
 - 2. To process and approve trade documents.
 - 3. To implement trade policies and trade practices.
 - 4. To follow up development on trade policy issues at the World Trade Organisation (WTO) and other international trade institutions through publications on trade reports and advise on their implementation.

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CERTIFIED CORRECT

*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

9 April 2014

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5. To represent the Ministry in meetings, seminars, workshops and conferences on trade matters.
6. To attend to trade enquiries from local and foreign training concerns.
7. To liaise with relevant organisations for the obtention of trade statistics and economic data for trade research and analysis.
8. To carry out monitoring exercise regarding trade effected under preferential regimes with specific countries.
9. To prepare briefs on trade relations with trading partners and preferential trade regimes.
10. To assist in the implementation of the provisions of the Consumer Protection (Scrap Metal) Regulations.
11. To use ICT in the performance of his duties.
12. 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 Analyst (Trade) in the roles ascribed to him.



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