

GOVERNMENT OF MAURITIUS

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

**Ministry:** Industry and Commerce (Commerce Division)

**Post:** Senior Trade Analyst

**Salary:** Rs 30,000 x 1,250 – 45,000 (02 59 71)

**Effective Date:** 21 October 2010

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Trade Analyst who reckon at least four years' service in a substantive capacity in the grade and who –

- (i) are able to lead a team of officers;
- (ii) have good supervisory, communication and interpersonal skills; and
- (iii) are able to take initiative and are highly committed.

- Duties:**
1. To approve export permits through the Electronic Data Interchange (EDI) System.
  2. To assist in the identification of products with export potential through market research and survey.
  3. To assist in the execution of export trade policy and export promotion activities.
  4. To attend to trade enquiries from local and foreign trading concerns.
  5. To assist in the preparation of export regulations for the implementation of export procedures.
  6. To advise the economic operators on business opportunities with potential trading parties overseas.
  7. To approve export trade documents such as the "textile Certificate of Origin" under the African Growth and Opportunities Act (AGOA), non-AGOA Visa Certificates, Common Market for Eastern and Southern Africa (COMESA) and non-preferential Certificates of Origin.
  8. To undertake post-verification exercise in respect of Certificates of Origin issued by the Ministry.
  9. To represent the Ministry in meetings, seminars, workshops and conferences on trade matters held locally and overseas.

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CERTIFIED CORRECT

*Alecassip*

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

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10. To represent the Ministry in Court for cases pertaining to trade issues.
11. To collect, study and disseminate trade information to the business community.
12. To be responsible for the collection of trade statistics and economic data for trade research and analysis.
13. To prepare country profiles.
14. To assist in the implementation of the provisions of the Consumer Protection (Scrap Metal) Regulations.
15. To coach and mentor subordinate staff.
16. To use ICT in the performance of his duties.
17. 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 Trade Analysts in the roles ascribed to them.



CERTIFIED CORRECT

*Akeem Singh*

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

Date..... **21 OCT 2010** .....