

GOVERNMENT OF MAURITIUS

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

- Ministry:** Labour, Human Resource Development and Training
(Human Resource Development and Training Division)
- Post:** Human Resource Analyst/Senior Human Resource 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 (02 058 092)
- Effective Date:** 25 October 2022
- Qualifications:**
- A. By selection from among candidates who possess a degree in Human Resource Management or Economics or Statistics or Business Studies or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) have a good knowledge of basic statistical theory and survey methods;
 - (ii) possess good analytical skills;
 - (iii) possess good interpersonal and communication skills;
 - (iv) be able to meet tight deadlines; and
 - (v) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Role and Responsibilities:** To analyse human resource issues and make recommendations for the achievement of goals and objectives of the Human Resource Development and Training Division.
- Duties:**
1. To monitor and evaluate, on a regular basis, the internal and external efficiency of training institutions.
 2. To conduct regular training supply analysis.
 3. To monitor the resources used by, and the impact of, training promotion schemes carried out under the aegis of the Mauritius Institute of Training and Development and other training institutions.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

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4. To carry out surveys/studies in the field of Human Resource Development, as and when required.
5. To implement skills development programmes.
6. To assist in the setting up and management of a Human Resource Information System.
7. To monitor and evaluate human resource information and conduct policy analysis relating to human resource development.
8. To establish, manage and maintain contacts, through management, with local and international agencies closely involved in labour market analysis and training.
9. To collect training-related information and disseminate the information to users.
10. To carry out training needs analysis and prepare projects relating to human resource and training requirements and undertake, where possible, studies relating to such projects.
11. To draft policy papers on Human Resource Planning and Development.
12. To analyse reports and documents relating to Human Resource Planning and Development.
13. To ensure the implementation and monitoring of projects relating to Human Resource Development.
14. To prepare programmes for better utilisation of human resources in the different sectors of the economy.
15. To monitor the implementation of the Labour Market Information System.
16. To carry out job surveys and forecasts.

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17. To monitor and evaluate labour market information and conduct policy analysis relating to changes in employment, real wages as well as wage regulations and productivity trends.
18. To use ICT in the performance of his duties.
19. 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 Human Resource Analyst/Senior Human Resource Analyst in the roles ascribed to him.

Note

In case of a force majeure/public emergency, Human Resource Analyst/Senior Human Resource Analysts are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.



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