

GOVERNMENT OF MAURITIUS

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

- Department:** Statistics Mauritius
- Post:** Statistical Officer/Senior Statistical Officer
- Salary:** Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 QB 38,400 x 950 – 42,200 x 1,300 – 43,500 (20 041 076)
- Effective Date:** 19 October 2023
- Qualifications:** A. By selection from among –

- (i) officers who hold a substantive appointment in the grade of 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 interpersonal and communication 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.

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CERTIFIED CORRECT

B. D. Nundloll

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B. D. Nundloll (Mrs)
for Secretary for Public Service

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Candidates should produce written evidence of knowledge claimed.

NOTE 1

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/Senior Statistical Officer, as approved and arranged by the Statistics Mauritius. On successful completion of the training and on obtention of the appropriate certificate, they will be considered for appointment as Statistical Officer/Senior Statistical Officer in a substantive capacity.

NOTE 2

Statistical Officer/Senior Statistical Officers who possess the Higher Certificate in Statistics of the United Kingdom Royal Statistical Society or have been exempted therefrom or possess an equivalent qualification acceptable to the Public Service Commission or have successfully followed a training course in Advanced Statistics of at least one year duration, as approved and arranged by the Statistics Mauritius would be allowed to proceed beyond the Qualification Bar (QB) provided in the salary scale for the post.

Duties:

1. To assist the Principal Statistical Officer in the performance of his duties including –
 - (a) the development of data entry, validation and tabulation applications using statistical packages;
 - (b) the production of Geographic Information System (GIS) related products such as thematic and dot maps;
 - (c) administrative tasks relating to recruitment of field staff; and
 - (d) the preparation of sampling frames and in the selection of sampling units as per set procedures.

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2. To collect, validate, compile, tabulate and disseminate statistical data in a timely manner to produce statistics to enable government bodies and other institutions concerned to take informed decisions.
3. To check source data and survey responses to ensure completeness, accuracy and consistency.
4. To update monthly/quarterly/annual publications.
5. To apply statistical methods to perform complex calculations and computations.
6. To attend to users' requests for information according to established guidelines.
7. To provide support in –
 - (a) the conduct of censuses and surveys; and
 - (b) the preparation of technical and statistical reports.
8. To make use of computer software for computer processing and presentation, in particular to –
 - (a) capture data in specialised statistical package, such as Census and Survey Processing System (CSPPro);
 - (b) perform calculations and complex computations using advanced features of Excel and other spreadsheets;
 - (c) prepare tables and charts;
 - (d) update spatial and non-spatial data in geographical database;
 - (e) perform calculations and complex computations using specialised software such as STATA and Census and Survey Processing System (CSPPro);
 - (f) develop working files/format for data entry in specialised software;

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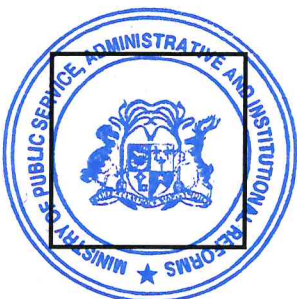
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- (g) develop validation and tabulation applications using statistical packages under the guidance of a Statistician/Senior Statistician;
 - (h) prepare soft copy of regular statistical publications; and
 - (i) use mapping software to produce GIS outputs such as field maps, thematic and dot maps.
9. To perform fieldwork –
- (a) to collect data from establishments including sales outlets and public institutions; and
 - (b) to minimise non-response and settle queries.
10. To classify and code data according to established standards.
11. To perform tasks in connection with the conduct of censuses and surveys as follows –
- (a) to issue and collect documents from field staff;
 - (b) to edit and code data received from field staff;
 - (c) to demarcate geographical areas and produce cartographic maps;
 - (d) to prepare, scan, digitise, edit and maintain maps using specialised mapping software, such as GIS; and
 - (e) to upload and download applications and data files on tablet computers.
12. To use ICT in the performance of his duties.
13. 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/Senior Statistical Officer in the roles ascribed to him.



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