

GOVERNMENT OF MAURITIUS

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

**Ministry:** Labour, Industrial Relations and Employment

**Post:** Senior Remuneration Analyst

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

**Effective Date:** 1 July 2009

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

- (i) are able to lead and manage a team of officers; and
- (ii) possess good communication and interpersonal skills.

**Role and Responsibilities:** To assist in the planning, organisation and implementation of programmes of the National Remuneration Board on all aspects of remuneration and issues pertaining to labour legislation/regulations on wages and conditions of employment.

- Duties:**
1. To assist the Head Remuneration Analyst in his duties.
  2. To plan, supervise and co-ordinate the work of technical staff.
  3. To create, maintain and update a database of labour statistics including fringe benefits.
  4. To plan, organise and carry out surveys and interviews to assess job contents and conditions of employment and prepare reports on the industry/sector to be examined.
  5. To conduct regular occupational wage surveys, evaluate findings and assist in the formulation of wage policies.
  6. To conduct research work on all aspects of remuneration and monetary and non-monetary benefits and update relevant information pertaining to labour legislation/regulations on wages and conditions of employment.
  7. To carry out job analysis in connection with job evaluation exercise.

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**CERTIFIED CORRECT**

*PRue*

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

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-2-

8. To liaise with other relevant institutions, public and private, with a view to collaborating and reaching consensus on common issues.
9. To provide training and guidance to junior staff.
10. To perform all IT related duties.
11. 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 Senior Remuneration Analyst in the roles ascribed to him.



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