

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

Department: Pay Research Bureau

Post: Job Analyst

Salary: Rs 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 –
75,800 x 2,150 – 77,950 (02 080 096)

Effective Date: 25 May 2023

Qualifications: By selection from among officers in the grade of Job Survey Officer who reckon at least six years' service in a substantive capacity in the grade and who –

- (i) are well versed with Civil Service Machinery and Pay and Remuneration Systems in the Public Sector;
- (ii) possess good organising and supervisory skills;
- (iii) have the ability to lead teams and adapt to different work situations;
- (iv) possess good interpersonal and communication skills; and
- (v) are able to meet tight deadlines.

NOTE

Candidates will be required to take part in a written competitive examination and an interview conducted by the Public Service Commission designed to assess their potential and aptitude for the job.

Role and Responsibilities: Under the general direction of the Principal Job Analyst, to assume both technical and administrative responsibilities pertaining to and be accountable for specific areas of operations.

- Duties:**
- 1. To be responsible for the general supervision and training of Job Survey Officers in all aspects of their work.
 - 2. To allocate duties to Job Survey Officers and monitor their work in connection with –
 - (i) job description, analysis and evaluation; and

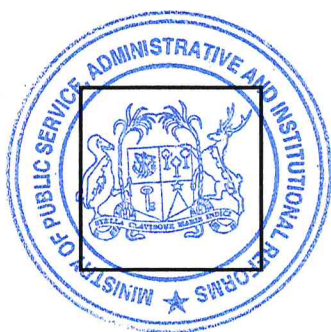
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B. D. Nundloll (Mrs)
for Secretary for Public Service
25 May 2023

Date.....



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-2-

- (ii) assignments in organisations to determine appropriate structures, relativities and emoluments

and to establish priorities and work programmes relating thereto.

3. To establish standards of quality in the presentation, analysis and evaluation of materials and to ensure that these are maintained.
4. To evolve job evaluation schemes and to conduct research work relating thereto.
5. To head job evaluation panels responsible for the analysis and evaluation of jobs.
6. To assist in the formulation of policies on conditions of service for incorporation in the overall framework of pay recommendations and to perform research work in this connection, including conduct of surveys.
7. To attend and depose in Courts/Tribunals/Commissions on behalf of the Bureau in connection with cases lodged by stakeholders.
8. To assist in writing of reports.
9. To perform related administrative duties.
10. To use ICT in the performance of his 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 Job Analyst in the roles ascribed to him.

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