

GOVERNMENT OF MAURITIUS

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

- Department:** Pay Research Bureau
- Post:** Job Survey Officer
- Salary:** Rs 28,225 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 – 62,700 (02 059 088)
- Effective Date:** 25 May 2023
- Qualifications:**
- A. A degree in Economics or Statistics or Mathematics or Actuarial Science or Data Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) be conversant with Civil Service Machinery and Pay and Remuneration Systems in the Public Sector;
- (ii) possess effective interpersonal and communication skills, including the ability to express themselves, verbally and in writing, clearly and forcefully on general administrative and human resource issues;
- (iii) be versatile and have the ability to adapt to different work situations;
- (iv) have the ability to meet tight deadlines; and
- (v) be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE 1

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

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

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NOTE 2

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training in all aspects of the work of a Job Survey Officer for a period of at least two years. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Job Survey Officer in a substantive capacity, as and when vacancies occur.

Duties:

1. To study the organisational structure of Government Departments/ Parastatal Bodies/Local Authorities and background information relating thereto.
2. To prepare questionnaires, conduct surveys and prepare technical reports on related matters.
3. To interview officers on their job contents and to write clear, precise and detailed reports thereon.
4. To analyse these reports with a view to –
 - (i) recognising critical factors in assessing job responsibilities; and
 - (ii) defining these factors and the degree with which each of them is present in a job.
5. To assist in evolving job evaluation schemes.
6. To sit on job evaluation panels as assessors with a view to determining the relative worth of jobs.
7. To carry out research on matters related to pay, perquisites and conditions of service with a view to assisting in formulation of policies.
8. To evaluate the effectiveness of remuneration practices and other schemes in operation.
9. To carry out, as directed, assignments in organisations with a view to determining appropriate structures, relativities and emoluments.

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10. To conduct annual surveys and prepare technical reports on matters related to pay, perquisites and conditions of service.
11. To attend and depose in Courts/Tribunals/Commissions on behalf of the Bureau in connection with cases lodged by stakeholders.
12. To assist the Job Analysts in the performance of their duties.
13. To assist in the training of newly recruited officers in job evaluation techniques.
14. To use ICT in the performance of his duties.
15. 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 Survey Officer in the roles ascribed to him.

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