

GOVERNMENT OF MAURITIUS

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

Ministry: Pay Research Bureau

Post: Principal Job Analyst

Salary: Rs 50,000 x 1,500 – 56,000 x 2,000 – 62,000 (02 75 82)

Effective Date: 8 March 2010

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Job Analyst who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) have sound organising and administrative abilities;
- (ii) are versatile and adaptable to different work situations and conditions; and
- (iii) have a high sense of responsibility and maturity.

Role and Responsibilities: Under the general direction of Directorate, to assume both technical and administrative responsibilities pertaining to and be accountable for major areas of the Bureau's operations.

- Duties:**
1. To assist the Deputy Director generally in his duties.
 2. To carry out assignments in Ministries/Departments and organisations in connection with the determination of pay and grading structures and conditions of service.
 3. To conduct and to participate in discussions with various persons and organisations, as necessary.
 4. To participate in the formulation of new policies and to study the advisability of their implementation.
 5. To produce draft reports on all issues related to the Bureau's functions, as and when necessary.
 6. To plan, organise, monitor and evaluate the work of subordinate staff.
 7. To identify areas of research.
 8. To use ICT in the performance of his duties.
 9. 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 Principal Job Analysts in the roles ascribed to them.



CERTIFIED CORRECT

Akeem

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

10 8 MAR 2010

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