

GOVERNMENT OF MAURITIUS

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

Ministry: Foreign Affairs, Regional Integration and International Trade (Regional Integration)

Post: Analyst (Co-operation)

Salary: Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (02 49 75)

Effective Date: 14 February 2014

- Qualifications:**
- A. A degree in Economics or Law or Sociology or Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) be conversant with all developments relating to regional integration;
 - (ii) possess good communication and interpersonal skills; and
 - (iii) be computer literate;

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To assist the Senior Analyst (Co-operation) in the performance of his duties.
 2. To collect, compile and analyse data on individual countries forming part of regional groupings of which Mauritius is a member and follow up developments in the field of regional co-operation/integration.
 3. To supervise the maintenance of documentation on regional integration and other literature useful for the smooth functioning of the Regional Integration.
 4. To assist in project elaboration and implementation and prepare project applications for assistance from funding agencies.
 5. To examine project proposals and advise on their viability or otherwise.
 6. To execute the administrative and financial aspects of project implementation.

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

14 February 2014

Date.....

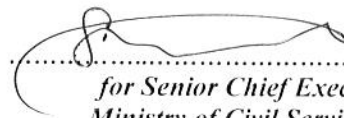
**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

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7. To provide sectoral inputs and participate at the level of technical committee meetings.
8. To prepare briefs and reports on physical progress/performance of projects/programmes.
9. To service the meetings of the Regional Integration Council and the National Consultative Committees.
10. To participate in meetings of the regional organisations.
11. To use ICT in the performance of his duties.
12. 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 Analyst (Co-operation) in the roles ascribed to him.



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