

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: Principal Co-operation Analyst

Salary: Rs 37,500 x 1,250 – 50,000 (02 65 75)

Effective Date: 31 May 2010

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Co-operation Analyst who reckon at least two years' service in a substantive capacity in the grade.

Role and Responsibilities: To ensure effective implementation of regional and international policies and to co-ordinate with Ministries/Departments on regional issues and in identifying areas for research.

- Duties:**
1. To assist the Director, Co-operation and the Deputy Director, Co-operation in fulfilling the multi-sectoral functions of the Regional Integration, including research work.
 2. To oversee and supervise the work of Senior Co-operation Analysts and Co-operation Analysts.
 3. To prepare dossiers requiring the calling up of project proposals, drafting, finalising, inserting them in an overall policy framework and facilitating their approval and acceptance.
 4. To monitor regional integration projects and advise sectoral Ministries on policy stand to be adopted with regard to project implementation.
 5. To co-ordinate with sectoral Ministries/Departments on regional issues, making proposals thereon and identifying areas for research.
 6. To set up a database (economic, statistical, social and political) on all countries which are members of groupings to which Mauritius belongs.
 7. To keep watching briefs on developments in the field of regional co-operation/integration issues generally and orientation of regional blocs.

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CERTIFIED CORRECT

Alexander

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

31 MAY 2010

Date.....

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8. To prepare technical notes, policy/strategy papers on issues relating to regional co-operation and integration.
9. To prepare position papers for the various meetings of the groupings in which Mauritius is a member and for other regional events/initiatives.
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 Principal Co-operation Analysts in the roles ascribed to them.



CERTIFIED CORRECT

Alecrosy

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

Date..... **31 MAY 2010**