

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Trade, Commerce and Licensing)
- Post:** Analyst (Trade)
- 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:** 25 August 2015
- Qualifications:**
- A. A degree in Economics or Commerce or International Trade or International Business from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess good communication, interpersonal and analytical skills;
- (ii) have a good knowledge of market survey techniques and trade promotion techniques;
- (iii) be conversant with the functions of international institutions in world trade; and
- (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To be responsible to the Departmental Head for the smooth running of the Trade and Licence Unit.
 2. To assist the Departmental Head in formulating rules and regulations pertaining to the export trade policies for Rodrigues and the execution of such regulations.
 3. To follow up development on trade policy issues at the World Trade Organisation (WTO) and other international trade institutions through publications on trade reports and advise on their implementation.
 4. To advise the business community on trade agreements entered with various countries under different trade protocols and on international trade practices.

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CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

25 August 2015

Date.....

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5. To approve all types of export and import permits in accordance with Regulations 3, 5 and 6 of the Rodrigues Regional Assembly Act 2005.
6. To represent the Rodrigues Regional Assembly in meetings, seminars, workshops and conferences on trade matters.
7. To attend to trade enquiries from local and foreign trading concerns.
8. To liaise with relevant organisations for the obtention of trade statistics and economic data for trade research and analysis.
9. To assist the Departmental Head in coordinating the activities of the Rodrigues Regional Assembly for the attraction of investors in Rodrigues through the –
 - (a) implementation of the provisions of the Consumer Protection (Scrap metal) Regulations;
 - (b) identification of products with export potential through desk research and market surveys;
 - (c) elaboration of market development programme; and
 - (d) evaluation of export-oriented projects.
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 output and results expected from the Analyst (Trade) in the roles ascribed to him.



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

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