Applications are invited from qualified candidates who wish to be considered for appointment as Business and Enterprise Analyst in the Ministry of Business, Enterprise and Cooperatives (Business and Enterprise Division).

II. **AGE LIMIT**

Candidates, unless already in the service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. **QUALIFICATIONS**

Candidates should possess –

A. A degree in Public Administration and Management or Business Studies or Business Economics and Investment Analysis or Economics or Entrepreneurial Management or Finance or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) possess good analytical, communication and interpersonal skills; and

   (ii) be computer literate.

**NOTE**

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence and of knowledge claimed and of Equivalence Certificate, as appropriate, by the closing date.

3. Candidates may be required to sit for a written examination as part of the selection process.
The Commission reserves the right:

(i) to convene **only** the best qualified candidates for interview; and
(ii) not to make appointment following this advertisement.

**IV. DUTIES AND SALARY**

1. To assist in the preparation and review of strategies and policies pertaining to business and enterprises.

2. To carry out research and planning assignments.

3. To prepare technical reports on related issues.

4. To undertake assignments relating to enterprise monitoring competitiveness issues, technology support programmes as well as preparation and evaluation of projects.

4. To identify and analyse areas of inefficiency in businesses and propose remedial actions.

5. To analyse business requirements.

6. To tap new trends in entrepreneurship.

7. To attend to requests for support from business enterprises.

8. To make recommendations to boost up productivity and business enhancement.

9. To use ICT in the performance of his duties.

10. 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 Business and Enterprise Analyst in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

**V. MODE OF APPLICATION**

1. Qualified candidates are advised to submit their application **electronically** at the following address: http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m to 3.30 p.m on weekdays and not later than 3.00 p.m. on the closing date.**
3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should also submit a printed copy of their electronic Application Form, *duly signed*, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by *e-mail*. Candidates are encouraged to submit their e-mail address.

6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. *Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.*

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on *PSC Form 7* which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commissions/Embassies overseas.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, *not later than 3.00 p.m. (local time) on Thursday 13 December 2018*. Applications received after the specified closing date and time will not be considered.

Public Service Commission,
7, Louis Pasteur Street,

Date: 23 November 2018

FOREST SIDE.