MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 91 OF 2018

Vacancies for Post of Management Analyst/Senior Management Analyst
Ministry of Civil Service and Administrative Reforms

Applications are invited from qualified candidates who wish to be considered for appointment as Management Analyst/Senior Management Analyst in the Ministry of Civil Service and Administrative Reforms.

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

A. Candidates should possess a degree in Management or Human Resource Management or Economics or Public Administration or Business Administration or Public Sector Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least four years’ experience at administrative/managerial level either in the Public Sector or in the Private Sector;

(ii) possess effective interpersonal and communication skills;

(iii) have good conceptual and analytical skills;

(iv) have knowledge of research, monitoring and evaluation tools and methods; and

(v) be computer literate and conversant with online and digital management tools.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of written evidence of experience/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 of experience/knowledge claimed and 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.

4. The Commission reserves the right:
   
   (i) to convene only the best qualified candidates for interview; and

   (ii) not to make any appointment following this advertisement.

IV. ROLE AND RESPONSIBILITIES

To assist in the development of strategies, roadmaps, guidelines, tools and programmes that support Public Sector Business Transformation and continuous improvement in the Public Sector.

V. DUTIES AND SALARY

1. To be responsible to the Director, Public Sector Business Transformation Bureau through the Assistant Director, Public Sector Business Transformation Bureau for -

   (i) providing technical advisory services on transformation, re-engineering and reforms;

   (ii) computing public sector efficiency and conducting governance, organisational, management and business management reviews;

   (iii) monitoring and evaluating the efficiency and effectiveness of Public Sector Business Transformation Programmes and strategies and recommending alternatives or remedial actions;

   (iv) evaluating current procedures and processes in the Public Sector and proposing practical solutions for their streamlining;

   (v) carrying out surveys and research studies in aspects relating to Public Sector transformation, smart practices and efficiencies in Public Service delivery, as and when required; and

   (vi) promoting innovation in Public Service delivery.

2. To assist in –

   (i) the preparation of reports, policy and concept papers, options and recommendations analyses, presentations, Notes of Meetings and minutes, and other documents relating to transformation, re-engineering and reforms; and

   (ii) the development and implementation of transformation strategic plans and policies.
3. To use ICT in the performance of his duties.

4. 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 Management Analyst/Senior Management 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 – 62,950 a month.

VI. 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/ Responsible Officers.

5. Acknowledgement of applications will be made by **e-mail**. Candidates are advised 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 the 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 on-line 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.

VII. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, not later than 3.00 p.m. (local time) on Wednesday 19 December 2018. Application Forms received after the specified closing date and time will not be considered.

Date: 29 November 2018