Applications are invited from qualified candidates who wish to be considered for appointment as Temporary Statistical Officer in the Statistics Mauritius.

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 Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics or passes in at least two subjects including Mathematics obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) possess good communication and interpersonal skills;
   (ii) be able to work both independently and in teams;
   (iii) be customer-oriented;
   (iv) be capable of meeting performance targets and standards; and
   (v) have a good command of computer software.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to follow an in-service training course in Basic Statistics, both theoretical and practical, including on-the-job training, for a period of at least one year, in all aspects of the work of Statistical Officer, as approved and arranged by the Statistics Mauritius. On successful completion of the training and on obtention of the appropriate certificate, they will be considered for appointment as Statistical Officer in a substantive capacity.
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 of 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. **DUTIES AND SALARY**

1. To assist the Senior Statistical Officers and Principal Statistical Officers, as appropriate, in the performance of their duties including –
   (a) the development of data entry, validation and tabulation applications using statistical packages;
   (b) the production of Geographic Information System (GIS) related products such as thematic and dot maps;
   (c) administrative tasks relating to recruitment of field staff; and
   (d) the preparation of sampling frames and in the selection of sampling units as per set procedures.

2. To collect statistical data to produce statistics to enable government bodies and other institutions concerned to take informed decisions.

3. To check source data and survey responses to ensure completeness, accuracy and consistency.

4. To perform fieldwork –
   (a) to collect data from establishments including sales outlets and public institutions; and
   (b) to minimise non-response and settle queries.

5. To classify and code data according to established standards.
6. To make use of computer software for computer processing and presentation, in particular to—

(a) capture data in specialised statistical package, such as Census and Survey Processing System (CSPro);

(b) perform calculations and complex computations using advanced features of Excel and other spreadsheets;

(c) prepare tables and charts; and

(d) update spatial and non-spatial data in geographical database.

7. To perform tasks in connection with the conduct of censuses and surveys as follows—

(a) to issue and collect documents from field staff;

(b) to edit and code data received from field staff;

(c) to demarcate geographical areas and produce cartographic maps;

(d) to prepare, scan, digitise, edit and maintain maps using specialised mapping software, such as GIS; and

(e) to upload and download applications and data files on tablet computers.

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

9. 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 Statistical Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 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, **not later than 3.00 p.m. (local time) on Monday 24 June 2019**. Applications received after the specified closing date and time will not be considered.

**Date: 04 June 2019**

Public Service Commission,
7, Louis Pasteur Street,
**FOREST SIDE.**