MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 118 OF 2019

Vacancies for Post of Analyst (Co-operation)
Ministry of Foreign Affairs, Regional Integration and International Trade (Regional Integration)

Applications are invited from qualified candidates who wish to be considered for appointment as Analyst (Co-operation) in the Ministry of Foreign Affairs, Regional Integration and International Trade (Regional Integration).

II. **Age Limit**

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

III. **QUALIFICATIONS**

A. Candidates should possess a degree in Economics or Law or Sociology or Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

(i) be conversant with all developments relating to regional integration;

(ii) possess good communication and interpersonal skills; and

(iii) 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 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.

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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 Analyst (Co-operation) in the performance of his duties.

2. To collect, compile and analyse data on individual countries forming part of regional groupings of which Mauritius is a member and follow up developments in the field of regional co-operation/integration.

3. To supervise the maintenance of documentation on regional integration and other literature useful for the smooth functioning of the Regional Integration.

4. To assist in project elaboration and implementation and prepare project applications for assistance from funding agencies.

5. To examine project proposals and advise on their viability or otherwise.

6. To execute the administrative and financial aspects of project implementation.

7. To provide sectoral inputs and participate at the level of technical committee meetings.

8. To prepare briefs and reports on physical progress/performance of projects/programmes.

9. To service the meetings of the Regional Integration Council and the National Consultative Committees.

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 the Analyst (Co-operation) 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 09.00 a.m. to 03.30 p.m. on weekdays and not later than 03.00 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 advised to submit their e-mail address.

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

7. For technical support and other queries, the helpdesk 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 Public Service, Administrative and Institutional 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 Tuesday 28 January 2020.** Applications received after the specified closing date and time will **not** be considered.

Date: 08 January 2020

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