MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 87 OF 2016

Vacancy for Post of Analyst (Trade)
Rodrigues Regional Assembly
(Trade, Commerce and Licensing)

Applications are invited from qualified Rodriguan candidates who wish to be considered for appointment as Analyst (Trade) in the Rodrigues Regional Assembly (Trade, Commerce and Licensing).

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 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.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. **DUTIES AND SALARY**

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.

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 training 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.
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 should 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 Commission/Embassies overseas.

2. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

3. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

4. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.

VI. CLOSING DATE

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, not later than 3.15 p.m. on Wednesday 26 October 2016.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 06 October 2016