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 Public Administration or Business Administration or Public Sector Management or in a related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

(i) reckon at least four years’ post-qualification experience at mid-management level either in the Public Sector or in the Private Sector.

(ii) possess good interpersonal and communication skills;

(iii) have good conceptual and analytical skills;

(iv) have knowledge of basic statistical theory and survey methods; and

(v) be computer literate and conversant with database management.

NOTE

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

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

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IV. ROLE AND RESPONSIBILITIES

To assist in the development of organisational plans that formulate and support solutions for strategic issues in line with the goals and objectives of the Ministry.

V. DUTIES AND SALARY

1. To be responsible to the Director, Public Sector Re-Engineering Bureau through the Assistant Director, Public Sector Re-Engineering Bureau for –

   (i) evaluating current procedures and processes in the Public Sector and proposing practical solutions for their streamlining;
   
   (ii) monitoring and evaluating the efficiency and effectiveness including cost implications of Public Sector Reform Programmes and strategies;
   
   (iii) carrying out studies on organisational restructuring;
   
   (iv) planning and conducting regular Human Resource Audits;
   
   (v) carrying out surveys/studies in aspects relating to Public Service delivery, as and when required;
   
   (vi) promoting innovation in Public Service delivery; and
   
   (vii) monitoring and evaluating human resource information and conducting policy analysis relating to human resource planning and development.

2. To assist in –

   (i) the preparation of reports and other documents relating to Public Sector reforms, human resource planning and development; and
   
   (ii) the development and implementation of Reform strategic plans and policies of the Ministry.

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 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 58,775 a month plus salary compensation at approved rates.
VI. 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. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/ Responsible Officers.

3. 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

4. Candidates are encouraged to submit on-line application through the government web portal at http://www.govmu.org

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

6. 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.

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on 25 February 2016.

Date: 05 February 2016

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