Applications are invited from qualified candidates who wish to be considered for appointment as Business and Enterprise Analyst in the Ministry of Business, Enterprise and Cooperatives.

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 Public Administration and Management or Business Studies or Business Economics and Investment Analysis or Economics or Entrepreneurial Management or Finance or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) possess good analytical, communication and interpersonal skills; and

(ii) 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 assist in the preparation and review of strategies and policies pertaining to business and enterprises.

2. To carry out research and planning assignments.

3. To prepare technical reports on related issues.

4. To undertake assignments relating to enterprise monitoring competitiveness issues, technology support programmes as well as preparation and evaluation of projects.

5. To identify and analyse areas of inefficiency in businesses and propose remedial actions.

6. To analyse business requirements.

7. To tap new trends in entrepreneurship.

8. To attend to requests for support from business enterprises.

9. To make recommendations to boost up productivity and business enhancement.

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 the output and results expected from Business and Enterprise 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 – 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. 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](http://psc.govmu.org)

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

**VI. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Thursday 02 February 2017.**

Date: 13 January 2017

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