MAURITIUS PUBLIC SERVICE
PUBLIC ADVERTISEMENT NO. 8 OF 2016

Vacancy for the Post of Migration Analyst
Prime Minister’s Office (Defence and Home Affairs)

Applications are invited from qualified candidates who wish to be considered for appointment as Migration Analyst in the Home Affairs Division of the Prime Minister’s Office.

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 Finance or Administration or Management or Economics or Information Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –
   (i) reckon at least one year’s experience in project work in an international organisation;
   (ii) possess experience in conducting research work;
   (iii) possess excellent communication, interpersonal and negotiating skills;
   (iv) possess project management skills;
   (v) be committed to achieving strategic objectives relating to migration; and
   (vi) be computer literate.

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.

IV. ROLE AND RESPONSIBILITIES
To be responsible to the Secretary for Home Affairs or any other officer designated by him for the overall co-ordination of the activities and programmes of the Migration Policy Unit.
V. **DUTIES AND SALARY**

1. To act as liaison officer between the Migration Policy Unit and the various Government agencies involved in migration issues.

2. To be responsible for –
   
   (a) providing the necessary support for the design, conceptualisation and development of new projects;
   
   (b) identifying funding sources and implementation strategies towards meeting the objectives of the Unit; and
   
   (c) monitoring the website for projects.

3. To co-ordinate with the working groups towards the finalisation of the strategy and national plan of action on Migration and Development.

4. To liaise with funding agencies as well as other stakeholders involved in projects and assist in resource mobilisation.

5. To support implementation activities in relation to migration.

6. To create a roadmap to successful process of migration.

7. To develop an effective system for proper monitoring, assessing and evaluating of projects including projects progress and reporting.

8. To carry out research work, sensitisation/awareness programmes and conduct workshops.

9. To organise networking events and similar meetings.

10. To identify opportunities for new programmes.

11. To prepare regular management reports and relevant information/newsletter and other materials for dissemination to focal points and other stakeholders.

12. To prepare the budget in connection with activities to be carried out by the Unit, including targeted impact assessments, consultations with Diaspora, needs assessment, migration surveys, participation in workshops on Migration and Development and other capacity building activities.

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

14. 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 Migration 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 – 52,775 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 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 15 February 2016.

Date: 26 January 2016

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