MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 5 OF 2016

Vacancies for Post of Remuneration Analyst
Ministry of Labour, Industrial Relations, Employment and Training

Applications are invited from qualified candidates who wish to be considered for appointment as Remuneration Analyst in the Ministry of Labour, Industrial Relations, Employment and Training.

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

Candidates should -

A. possess a degree in Economics or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

B. 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 rests on the candidates.

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

IV. DUTIES AND SALARY

1. To assist the Senior Remuneration Analyst and the Head Remuneration Analyst in their duties.

2. To carry out surveys and interviews to assess job contents and conditions of employment and submit detailed reports thereon.

3. To study the organisational structure of industries/sectors and submit background information relating thereto.

4. To carry out comparative studies with regard to compensation, job contents and conditions of employment of similar occupations in the public sector and private sector.

5. To prepare technical reports on the sector to be examined.

6. To assist in the determination of minimum wages and to conduct research work.

7. To use ICT in the performance of his duties.
8. 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 Remuneration 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.

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

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.

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 11 February 2016.

Date: 22 January 2016