Applications are invited from qualified candidates who wish to be considered for appointment as Analyst (Education) in the Ministry of Education and Human Resources.

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 Statistics or Economics or Accounting or Mathematics or Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) possess good interpersonal and communication skills as well as leadership skills;

(ii) possess good conceptual and analytical skills;

(iii) have the ability to learn and work in a multi-disciplinary team;

(iv) be able to work under pressure and meet tight deadlines; and

(v) be computer literate and conversant with at least a statistical package.

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 collect and analyse educational data for the purpose of Programme-Based Budget preparation and monitoring.

2. To analyse public expenditure in education at both macro and micro levels and evaluate efficiency of education service delivery.

3. To carry out management analysis and consultancy works, project management and development of quality management systems.

4. To undertake research with a view to making policy proposals regarding educational reforms.

5. To prepare reports, briefs and papers describing and analysing the performance of the education sector.

6. To co-ordinate and monitor individual student data for tracking purposes.

7. To assist in statistical design of surveys and studies at national level.

8. To serve as liaison between relevant public and private sector organisations and the Ministry of Education and Human Resources.

9. To use advanced ICT techniques in the performance of his duties.

10. 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 Analyst (Education) in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 a month. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 24,130 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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 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.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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

6. Candidates are 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 Monday 20 October 2014.

Date: 30 September 2014

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