Vacancies for Post of Analyst, Rodrigues Regional Assembly
Rodrigues Regional Assembly (Central Administration)

Applications are invited from qualified Rodriguan candidates who wish to be considered for appointment as Analyst, Rodrigues Regional Assembly in the Rodrigues Regional Assembly (Central Administration).

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

B. Candidates should -

(i) possess analytical, interpersonal and communication skills;

(ii) have a good knowledge of statistical methods and be able to interpret statistical information;

(iii) have a sense of initiative and be able to work in a multi disciplinary team;

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

(v) be proactive and committed to continuous learning; and

(vi) be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of written evidence of knowledge claimed and 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 in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.
The Commission reserves the right to convene only the best qualified candidates for interview.

IV. DUTIES AND SALARY

1. To carry out management analysis and consultancy work, project management and development of quality management systems.

2. To collect and analyse economic, budgetary and financial data for the purpose of preparation and monitoring of Estimates.

3. To advise on economic and financial/accounting issues.

4. To prepare reports describing and analysing the performance of the economy.

5. To assist in the formulation and implementation of economic, social, financial and management policies.

6. To assist in the preparation of sectoral development programmes with a view to integrating them into the national plan.

7. To assist in the preparation, implementation and supervision of development projects.

8. To create a liaison between Ministries and the Rodrigues Regional Assembly.

9. To assist in the work of developing economic policy.

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 the Analyst, Rodrigues Regional Assembly 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 Commissions/Embassies overseas.

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2. 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

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

4. 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 Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, not later than 3.15 p.m. on Tuesday 17 October 2017.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 27 September 2017

Public Service Commission, 7, Louis Pasteur Street, Forest Side, MAURITIUS.