Vacancies for Post of Analyst/Senior Analyst
Ministry of Finance and Economic Development

Applications are invited from qualified candidates who wish to be considered for appointment as Analyst/Senior Analyst in the Ministry of Finance and Economic Development.

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 Economics or Business Studies or Law or Philosophy or Psychology or Sociology or Accounting or Mathematics or Computer Science or Information Technology or any related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

OR

A professional qualification in Accountancy or Engineering or Architecture.

B. Candidates should –

(i) have strong analytical ability;
(ii) possess good interpersonal and communication skills, both written and spoken;
(iii) have the ability to learn and work in a multi-disciplinary team;
(iv) be able to work under pressure and meet deadlines;
(v) be proactive and committed to continuous learning;
(vi) have a strong customer focus; and
(vii) 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.

3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. **ROLE AND RESPONSIBILITIES**

To analyse policy issues and to make recommendations to policy makers for the achievement of the goals and objectives of the Ministry/Department.

V. **DUTIES AND SALARY**

1. To perform duties, as may be assigned and, in particular, the following –
   
   (i) to collect and analyse economic, social, environmental, financial, fiscal and other relevant information and/or data required for the attainment of the objectives of the Ministry/Department and/or the reform programme of Government;
   
   (ii) to assist in the preparation of Ministry, sectoral and/or national development programmes, policies, plans, Budget and/or international engagements;
   
   (iii) to monitor, report and evaluate progress on the implementation of the Government Programme, as well as national, sectoral and international engagements, Ministry/Department plans and/or Budget measures and/or indicators;
   
   (iv) to support the internalisation of the Programme-Based Budgeting and/or National Plan, including refining of program structure, performance specification and provide substantive contributions to long and medium term goals and plans;
   
   (v) to conduct management analysis and make recommendations in the context of the development of quality management systems for effective service delivery to the public and other stakeholders;
   
   (vi) to carry out research in relation to the duties specified in order to meet the requirements of the Ministry/Department;
   
   (vii) to undertake analysis and make recommendations to support reforms on issues such as project management, quality assurance, procurement processes and continuous improvement processes; and
   
   (viii) to ensure that the debt management activity of the Debt Management Unit takes place in a structured environment with a high degree of risk awareness.

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

3. 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/Senior 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 – 62,950 a month

**NOTE**

Selected candidates who are professional Accountants will start at salary point Rs 28,625 and those who are professional Engineers or Architects will start at salary point Rs 29,400.
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 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 online application through the government web portal at http://www.govmu.org

5. Acknowledgement of applications will be made, as far as possible, by email. Candidates are therefore advised to submit their email 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 Tuesday 03 October 2017.

Date: 13 September 2017

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