MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 138 OF 2017

Vacancies for the Post of Analyst (Trade)
Ministry of Industry, Commerce and Consumer Protection
(Commerce Division)

Applications are invited from qualified candidates who wish to be considered for appointment as Analyst (Trade) in the Ministry of Industry, Commerce and Consumer Protection (Commerce Division).

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 possess:

A. A degree in Economics or Commerce or International Trade or International Business from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) possess analytical skills;

(ii) have good knowledge of market survey techniques and trade promotion techniques;

(iii) be conversant with the functions of international institutions in world trade; and

(iv) 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. DUTIES AND SALARY

1. To advise the business community on trade agreements entered with various countries under different trade protocols and on international trade practices.

2. To process and approve trade documents.

3. To implement trade policies and trade practices.

4. To follow up development on trade policy issues at the World Trade Organisation (WTO) and other international trade institutions through publications on trade reports and advise on their implementation.

5. To represent the Ministry in meetings, seminars, workshops and conferences on trade matters.

6. To attend to trade enquiries from local and foreign training concerns.

7. To liaise with relevant organisations for the obtention of trade statistics and economic data for trade research and analysis.

8. To carry out monitoring exercise regarding trade effected under preferential regimes with specific countries.

9. To prepare briefs on trade relations with trading partners and preferential trade regimes.

10. To assist in the implementation of the provisions of the Consumer Protection (Scrap Metal) Regulations.

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

12. 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 (Trade) 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.
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 the following address: [http://psc.govmu.org](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](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 Thursday 25 January 2018.**

Date: 05 January 2018

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