PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 18 OF 2015

Vacancies for Post of Survey Officer
Pay Research Bureau

Applications are invited from qualified officers who wish to be considered for appointment as Temporary Survey Officer in the Pay Research Bureau.

II. QUALIFICATIONS

By selection from among serving officers who reckon at least two years’ service in a substantive capacity and who -

(a) possess a degree in Economics or Statistics or Mathematics or Human Resource Management or Law or Public Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(b) have good interpersonal and communication skills, including the ability to express themselves, verbally and in writing, clearly and forcefully on general administrative and human resources issues; and

(c) are conversant with Civil Service Machinery and Pay and Remuneration Systems in the Public Sector.

Note

1. Candidates may be required to take part in a written examination conducted by the Public Service Commission designed to assess their potential and aptitude for the job.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training in all aspects of the work of a Survey Officer for a period of at least one year. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Survey Officer in a substantive capacity, as and when vacancies occur.
III. **DUTIES AND SALARY**

1. To study the organisational structure of Government Departments/Parastatal Bodies/Local Authorities and background information relating thereto.

2. To prepare questionnaires, conduct surveys and prepare technical reports on related matters.

3. To interview officers on their job contents and to write clear, precise and detailed reports thereon.

4. To analyse these reports with a view to –
   
   (i) recognising critical factors in assessing job responsibilities; and
   
   (ii) defining these factors and the degree with which each of them is present in a job.

5. To assist in evolving job evaluation schemes.

6. To sit on job evaluation panels as assessors with a view to determining the relative worth of jobs.

7. To assist in the conduct of research in matters related to pay, perquisites and conditions of service with a view to helping in the formulation of policies.

8. To evaluate the effectiveness of remuneration practices and other schemes in operation.

9. To carry out, as directed, assignments in organisations with a view to determining appropriate structures, relativities and emoluments.

10. To assist in the training of newly recruited officers in job evaluation techniques.

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 Survey Officer 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 plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 24,425 a month plus salary compensation at the approved rate.
IV. **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. Applications should be submitted **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 circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

4. On-line application can also be submitted 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 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.**

V. **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 15 June 2015**.

Date: 26 May 2015

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

Date: 26 May 2015