Vacancies for Post of Statistical Officer
Statistics Mauritius

Applications are invited from qualified officers who wish to be considered for appointment as Temporary Statistical Officer in the Statistics Mauritius.

II. QUALIFICATIONS

A. By selection from among officers who hold a substantive appointment in the grade of Clerical Officer/Higher Clerical Officer or Management Support Officer and who possess a Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics or passes in at least two subjects including Mathematics obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) possess good communication and interpersonal skills;
(ii) be able to work both independently and in teams;
(iii) be customer-oriented;
(iv) be capable of meeting performance targets and standards; and
(v) have a basic command of computer software.

Note: 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 obtain, on their own, the Ordinary Certificate in Statistics of the United Kingdom Royal Statistical Society. On obtention of the Certificate, they will be considered for appointment as Statistical Officer in a substantive capacity.

III. DUTIES AND SALARY

1. To collect, compile and present statistical data.
2. To enter data into computers for use in analyses and reports.
3. To check source data to verify completeness and accuracy.
4. To perform calculations, computations and validation.
5. To assist in the dissemination of data and information.
6. To demarcate geographical areas in connection with censuses and surveys.
7. To make use of computer software for computer processing and presentation.

8. To perform duties in connection with the taking of periodical censuses, surveys and enquiries, for example, to organise paperwork such as survey forms and reports for distribution.

9. To assist the Senior Statistical Officer in the performance of his duties.

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 Statistical Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 15,475 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

4. Candidates are encouraged to submit on-line application through the government web portal at 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.
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 10 March 2016.**

Date: 19 February 2016

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