Vacancy for Post of Trade Information Officer  
Ministry of Industry, Commerce and Consumer Protection  
(Commerce Division)

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

II. QUALIFICATIONS

By selection from among serving officers who hold a substantive appointment and who -

(a) are conversant with the operation of Trade Information Network or the Indian Ocean Commission Regional Data Processing Systems;

(b) are customer-oriented;

(c) have knowledge of modern trend in business; and

(d) have good communication skills and demonstrate the right attitude at work.

III. DUTIES AND SALARY

1. To be responsible to the Director of Trade for –

   (i) ensuring the smooth running of the information centre;

   (ii) compiling trade related information such as tariffs, import/export statistics and procedures;

   (iii) trade information input into the database of the division;

   (iv) the maintenance of computer records relating to imports and exports;

   (v) updating trade information;

   (vi) maintaining contacts and liaising with other institutions for trade information;

   (vii) communicating trade information to the local business community, upon request;

   (viii) processing applications for export of items;

   (ix) updating the Trade Directory and ensuring that the latest updates are available in the Documentation Unit;
(x) cataloguing, classifying and indexing trade information books, guides, reports/periodicals and other official trade related documents;

(xi) searching, circulating and keeping record of articles from the local press related to trade;

(xii) assisting members of the public calling at the Information centre;

(xiii) liaising with public and private organisations regarding trade related documents published by them; and

(xiv) ensuring proper storage and retrieval of documents in the Section.

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 Trade Information Officers in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 a month.

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 Monday 22 May 2017.

Date: 02 May 2017

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