

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 24 OF 2021

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

Applications are invited from qualified candidates who wish to be considered for appointment as Analyst/Senior Analyst in the Ministry of Finance, Economic Planning and 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 (Higher 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. Candidates may be required to sit for a written examination as part of the selection process.
4. The Commission reserves the right -
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

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 are advised to submit their application **electronically** at the following address:

<http://psc.govmu.org>
2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **09.00 a.m to 03.30 p.m on weekdays and not later than 3.00 p.m on the closing date.**

3. Candidates are requested to follow the procedures that can be accessed through the “**How to Apply**” option on the above address.
4. Candidates already in the service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
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. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
8. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)**” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**
9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional 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.

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. (local time) on Thursday 27 May 2021**. Applications received after the specified closing date and time will **not** be considered.

Date: 07 May 2021

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