

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 28 OF 2022

Vacancies for Post of Management Analyst/Senior Management Analyst

Ministry of Public Service, Administrative and Institutional Reforms

Applications are invited from qualified candidates who wish to be considered for appointment as Management Analyst/Senior Management Analyst in the Ministry of Public Service, Administrative and Institutional Reforms.

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 Management or Human Resource Management or Economics or Business Administration or Public Sector Management or Information Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess good analytical skills;
- (ii) have the ability to work in a multi-disciplinary team;
- (iii) possess effective interpersonal and communication skills;
- (iv) be proactive and keep abreast of latest trends in business transformation;
- (v) be able to meet tight deadlines; and
- (vi) be computer literate.

NOTE

1. Selected candidates will be required to follow on-the-job training to make them conversant with all aspects of the work of a Management Analyst/Senior Management Analyst.
2. Candidates should produce written evidence of knowledge claimed.

3. **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.**
4. Candidates may be required to take part in a written examination.
5. 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 assist in the development of strategies, roadmaps, guidelines, tools and programmes that support Public Sector Business Transformation and continuous improvement in the Public Sector.

V. DUTIES AND SALARY

1. To be responsible to the Director, Public Sector Business Transformation Bureau through the Assistant Director, Public Sector Business Transformation Bureau for –
 - (i) providing technical advisory services on transformation, re-engineering, administrative and institutional reforms;
 - (ii) conducting governance, organisational, management and business management reviews into malpractices and wastage;
 - (iii) monitoring and evaluating the efficiency and effectiveness of Public Sector Business Transformation programmes and strategies and recommending alternatives or remedial actions;

- (iv) managing and evaluating current procedures and processes in the Public Sector and proposing practical solutions for their streamlining by the introduction of latest methodologies and digital technologies to ensure the best practices in the Government Department, public bodies and statutory corporations;
 - (v) carrying out surveys and research studies in aspects relating to Public Sector Transformation, smart practices and efficiencies in Public Service delivery and advise on the choice of the best mix of strategies; and
 - (vi) promoting the adoption of innovative technologies and electronic tools to accelerate the transformation of the Public Service.
2. To assist in –
- (i) the preparation of reports, policy and concept papers, options and recommendations analyses, presentations and other documents relating to transformation, re-engineering and reforms; and
 - (ii) the development and implementation of transformation strategic plans and policies.
3. To use ICT in the performance of his duties.
4. 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 Management Analyst/Senior Management Analyst in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 a month.

VI. 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 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.
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 Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

VII. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Thursday 19 May 2022.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 29 April 2022

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