

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 18 OF 2023

Vacancy for Post of Principal Analyst (Trade)
Ministry of Commerce and Consumer Protection

Applications are invited from qualified officers of the Ministry of Commerce and Consumer Protection who wish to be considered for appointment as Principal Analyst (Trade) in the Ministry.

Note: Candidates who applied for the post in response to Public Service Commission Circular Note No. 16 of 2020 dated 17 March 2020 should submit fresh applications.

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Analyst (Trade) who reckon at least three years' service in a substantive capacity in the grade and who –

- (a) are familiar with customs regulations, export and import procedures;
- (b) have good organizing skills;
- (c) have training capabilities and the ability to motivate subordinate staff; and
- (d) are proactive.

III. ROLES AND RESPONSIBILITIES

To be responsible for import and export licensing, commercial and trade policy, studies on preferential trade agreements and country surveys and export project evaluation.

IV. DUTIES AND SALARY

1. To assist the Director of Trade in the performance and management of the Import and Foreign Trade Divisions.
2. To be responsible for the proper management of the Import and Foreign Trade Divisions, as and when required.
3. To advise the business community on trade agreements entered with various countries under different trade protocols and on international trade practices.
4. To supervise export control procedures and approve preferential and non-preferential Certificates of Origin.
5. To advise on trade policy formulation at bilateral and regional levels, on the multilateral trade system and on export trade development issues.

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6. To ensure compliance with provisions regarding trade agreements.
7. To assist in the preparation of export regulations for the implementation of export procedures.
8. To ensure follow-up regarding development on trade policy issues at the World Trade Organisation (WTO) and other international trade institutions through publications on trade reports and advise on their implementation.
9. To represent the Ministry in meetings, seminars, workshops on trade negotiations and conferences on trade matters held locally and overseas.
10. To represent the Ministry in Court for cases pertaining to export trade issues.
11. To attend to trade enquiries from local and foreign trading concerns.
12. To analyse various activities pertaining to trade and commerce (export performance, market trends, market access) and undertake the identification of products with export potential.
13. To collect, study and disseminate trade information on business opportunities with potential trading parties overseas.
14. To be responsible for trade research and analysis.
15. To prepare briefs on trade relation with trading partners and preferential trade regimes.
16. To effect visits to companies involved in the trade sector.
17. To verify various Certificates of Origin already issued at the request of the Customs Authorities of countries pertaining to our trade regime.
18. To advise and ensure proper implementation of all laws relating to trade.
19. To provide guidance, coaching and mentoring to subordinate staff.
20. To use ICT in the performance of his duties.
21. 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 Principal Analyst (Trade) in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 77,950 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission at the following address:
<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Permanent Secretary, Ministry of Commerce and Consumer Protection.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
5. 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**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** 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.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Thursday 13 April 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 24 March 2023

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