

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 2 OF 2024

Vacancy for Post of Statistical Officer **Ministry of Health and Wellness**

Applications are invited from qualified officers who wish to be considered for appointment as Statistical Officer in the Ministry of Health and Wellness.

II. QUALIFICATIONS

A. By selection from among –

- (i) 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”

AND

- (ii) candidates 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

Equivalent qualifications to A(i) and A(ii) above 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 good command of computer software.

NOTE 1

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualifications (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 take part in a written examination.
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.

NOTE 2

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to follow an in-service training course in Basic Statistics, both theoretical and practical, including on-the-job training, for a period of at least one year, in all aspects of the work of Statistical Officer, as approved and arranged by the Ministry. On successful completion of the training and on obtention of the appropriate certificate, they will be considered for appointment as Statistical Officer in a substantive capacity.

III. DUTIES AND SALARY

1. To assist the Senior Statistical Officer and the Principal Statistical Officer in the performance of their duties.
2. To collect, compile and process data, and prepare statistical tables with or without the use of electronic data processing equipment.
3. To participate in surveys.
4. To call at health institutions to assist staff in recording and applying accurate data, as and when required.
5. To calculate percentages, rates and other statistical measures, as and when required.
6. To make use of softwares for computer processing.
7. To use ICT in the performance of his duties.
8. 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 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 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 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. Application Forms should be submitted **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 circular 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.**

V. 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 Wednesday 28 February 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 08 February 2024

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