

**MAURITIUS PUBLIC SERVICE**

**PUBLIC ADVERTISEMENT NO. 81 OF 2023**

**Vacancies for Post of Job Survey Officer**  
**Pay Research Bureau**

Applications are invited from qualified candidates who wish to be considered for appointment as Job Survey Officer in the Pay Research Bureau.

**II. AGE LIMIT**

Candidates, unless already in the Service, should not have reached their **45<sup>th</sup>** birthday by the closing date for the submission of applications.

**III. QUALIFICATIONS**

A. Candidates should possess a degree in Economics or Statistics or Mathematics or Actuarial Science or Data Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) be conversant with Civil Service Machinery and Pay and Remuneration Systems in the Public Sector;
- (ii) possess effective interpersonal and communication skills, including the ability to express themselves, verbally and in writing, clearly and forcefully on general administrative and human resource issues;
- (iii) be versatile and have the ability to adapt to different work situations;
- (iv) have the ability to meet tight deadlines; and
- (v) be computer literate.

**NOTE 1**

Candidates will be required to take part in a written examination conducted by the Public Service Commission designed to assess their potential and aptitude for the job.

## **NOTE 2**

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training in all aspects of the work of a Job Survey Officer for a period of at least two years. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Job Survey Officer in a substantive capacity, as and when vacancies occur.

### **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. 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. DUTIES AND SALARY**

1. To study the organisational structure of Government Departments/Parastatal Bodies/Local Authorities and background information relating thereto.
2. To prepare questionnaires, conduct surveys and prepare technical reports on related matters.
3. To interview officers on their job contents and to write clear, precise and detailed reports thereon.
4. To analyse these reports with a view to -
  - (i) recognising critical factors in assessing job responsibilities; and
  - (ii) defining these factors and the degree with which each of them is present in a job.
5. To assist in evolving job evaluation schemes.
6. To sit on job evaluation panels as assessors with a view to determining the relative worth of jobs.

7. To carry out research on matters related to pay, perquisites and conditions of service with a view to assisting in formulation of policies.
8. To evaluate the effectiveness of remuneration practices and other schemes in operation.
9. To carry out, as directed, assignments in organisations with a view to determining appropriate structures, relativities and emoluments.
10. To conduct annual surveys and prepare technical reports on matters related to pay, perquisites and conditions of service.
11. To attend and depose in Courts/Tribunals/Commissions on behalf of the Bureau in connection with cases lodged by stakeholders.
12. To assist the Job Analysts in the performance of their duties.
13. To assist in the training of newly recruited officers in job evaluation techniques.
14. To use ICT in the performance of his duties.
15. 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 Job Survey Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 28,225 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 – 62,700 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 28,225.

## **V. 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 Form **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.**

## **VI. 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 13 July 2023.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 23 June 2023**

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