

## MAURITIUS PUBLIC SERVICE

### PUBLIC ADVERTISEMENT NO. 102 OF 2023

#### Vacancy for Post of Business and Enterprise Analyst Ministry of Industrial Development, SMEs and Co-operatives (SMEs Division)

Applications are invited from qualified candidates who wish to be considered for appointment as Business and Enterprise Analyst in the Ministry of Industrial Development, SMEs and Co-operatives (SMEs Division).

#### **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

Candidates should -

- A. possess a degree in Business Economics and Investment Analysis or Management (Minor: Entrepreneurship) or Business Statistics with Finance or Entrepreneurial Management or Business Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- B. (i) possess effective analytical skills;  
(ii) possess effective interpersonal and communication skills; and  
(iii) 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 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.

#### **IV DUTIES AND SALARY**

1. To assist in -
  - (i) the preparation and review of strategies and policies pertaining to business and enterprises;
  - (ii) the registration of SMEs; and
  - (iii) financial and business planning.
2. To carry out research and planning assignments.
3. To prepare technical reports and evaluate new business projects and strengthen entrepreneurship skills.
4. To undertake assignments relating to enterprises, conduct site visits, carry out surveys, collect data and monitor performance.
5. To identify and analyse areas of inefficiency in businesses and propose remedial actions.
6. To analyse business requirements.
7. To tap new trends in entrepreneurship.
8. To attend to requests for support from business enterprises and provide business facilitation services to SMEs.
9. To make recommendations to boost up productivity and business enhancement.
10. To use ICT in the performance of his duties.
11. 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 Business and Enterprise Analyst in the roles ascribed to him.

#### **Note**

In case of a force majeure/public emergency, Business and Enterprise Analysts will be required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

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 – 62,700 a month.

#### **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 07 September 2023.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 18 August 2023**

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