

PUBLIC ADVERTISEMENT NO. 175 OF 2023

Vacancy for Post of Analyst (Co-operation)

Ministry of Foreign Affairs, Regional Integration and International Trade **(Regional Integration)**

Applications are invited from qualified candidates who wish to be considered for appointment as Analyst (Co-operation) in the Ministry of Foreign Affairs, Regional Integration and International Trade (Regional Integration).

II. Age Limit

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

III. QUALIFICATIONS

A. Candidates should possess a degree in Economics or Law or Sociology or Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should-

- (i) be conversant with all developments relating to regional integration;
- (ii) possess good communication and interpersonal 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 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. 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 the Senior Analyst (Co-operation) in the performance of his duties.
2. To collect, compile and analyse data on individual countries forming part of regional groupings of which Mauritius is a member and follow up developments in the field of regional co- operation/integration.
3. To supervise the maintenance of documentation on regional integration and other literature useful for the smooth functioning of the Regional Integration.
4. To assist in project elaboration and implementation and prepare project applications for assistance from funding agencies.
5. To examine project proposals and advise on their viability or otherwise.
6. To execute the administrative and financial aspects of project implementation.
7. To provide sectoral inputs and participate at the level of technical committee meetings.
8. To prepare briefs and reports on physical progress/performance of projects/programmes.
9. To service the meetings of the Regional Integration Council and the National Consultative Committees.
10. To participate in meetings of the regional organisations.
11. To use ICT in the performance of his duties.

12. 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 Analyst (Co-operation) 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 - 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 Tuesday 30 January 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 10 January 2024

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