

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 116 OF 2023

Vacancies for Post of Lead Analyst
Ministry of Finance, Economic Planning and Development

Applications are invited from qualified officers of the Ministry of Finance, Economic Planning and Development who wish to be considered for appointment as Lead Analyst in the Ministry.

II. QUALIFICATIONS

A. By selection from among –

- (i) Senior Analysts who hold a substantive appointment in the grade; and
- (ii) Analyst/Senior Analysts who reckon at least six years' service in a substantive capacity in the grade or an aggregate of at least six years' service in a substantive capacity in the grade of Analyst/Senior Analyst and the former grades of Economist or Economic Analyst or Financial and Management Analyst.

B. Candidates should –

- (i) have good monitoring, evaluation and problem-solving skills;
- (ii) have a sense of initiative and the ability to adopt a proactive/comprehensive approach to work and to propose solutions to national and international issues;
- (iii) possess effective decision-making skills and have the ability to make sound recommendations and develop convincing arguments in support of recommendations;
- (iv) possess good communication and interpersonal skills and have the ability to communicate policy options clearly;
- (v) have the ability to lead a multi-disciplinary team; and
- (vi) have knowledge in any of the following areas of specialisation –
 - (a) Financial and Fiscal policies and Macro-Fiscal Framework;
 - (b) Taxation;
 - (c) Public Debt Management and Public Financial Management;

- (d) National Planning and Financial Machinery of Government;
- (e) Investment and Business Management;
- (f) Project Management;
- (g) Regional, National and International Affairs; and
- (h) Sector Ministries Policy and Budget Issues.

Note

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed, as appropriate, by the closing date.**

III. ROLE AND RESPONSIBILITIES

To ensure that economic, financial and fiscal policy issues are properly analysed and to make appropriate recommendations.

IV. DUTIES AND SALARY

1. To be responsible to the head of the Ministry for the performance of the following duties –
 - (i) to lead a multi-disciplinary team of officers of the Ministry and to be responsible for any specialised sector entrusted to the Ministry, as and when required;
 - (ii) to manage and supervise the work of a team of officers and to ensure the effective performance of the following –
 - (a) collection and analysis of economic, social, environmental, financial, fiscal and other relevant information/data required to achieve the objectives of the Ministry/Department;
 - (b) preparation of Ministry, Sectoral and/or National development programmes, policies, plans and budget;

- (c) monitoring, reporting and evaluating progress on the implementation of the Government Programme, National, Sectoral and International commitments/engagements, Ministry plans and budget measures;
 - (d) providing substantial contributions to long and medium term goals and plans;
 - (e) conducting management analysis and making recommendations in the context of the development of quality management systems for effective service delivery to the public and other stakeholders;
 - (f) carrying out research relating to his duties and to meet the requirements of the Ministry/Department; and
 - (g) undertaking analysis and making recommendations to support reforms on issues such as project management, quality assurance, procurement processes and continuous improvement processes;
- (iii) to introduce new management concepts and techniques in the public sector in order to improve the decision-making process and organisational effectiveness;
 - (iv) to perform duties of a complex nature related to organisational studies and management reviews and to carry out management analysis and consultancy work, project management and development of quality management system;
 - (v) to provide coaching and guidance to subordinate staff and make recommendations on their training needs in order to address performance gaps;
 - (vi) to assess and monitor individual performance of officers in the team under his supervision; and
 - (vii) to ensure that the debt management activity of the Debt Management Unit takes place in a structured environment with a high degree of risk awareness.
2. To use ICT in the performance of his duties.
 3. 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 Lead Analyst in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 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 their respective Supervising Officer/Responsible Officer.
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 Wednesday 24 January 2024**. Applications received after the specified closing date and time will **not** be considered.

Date: 04 January 2024

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