

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 29 OF 2024

Vacancy for Post of Analyst (Trade)
Ministry of Commerce and Consumer Protection

Applications are invited from qualified candidates who wish to be considered for appointment as Analyst (Trade) in the Ministry of Commerce and Consumer Protection.

II. AGE LIMIT

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

III. QUALIFICATIONS

A. Candidates should possess a degree in Economics or Commerce or International Trade or International Business from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess analytical skills;
- (ii) have a good knowledge of market survey techniques and trade promotion techniques;
- (iii) be conversant with the functions of international institutions in world trade; and
- (iv) 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 advise the business community on trade agreements entered with various countries under different trade protocols and on international trade practices.
2. To process and approve trade documents.
3. To implement trade policies and trade practices.
4. To follow up development on trade policy issues at the World Trade Organisation (WTO) and other international trade institutions through publications on trade reports and advise on their implementation.
5. To represent the Ministry in meetings, seminars, workshops and conferences on trade matters.
6. To attend to trade enquiries from local and foreign trading concerns.
7. To liaise with relevant organisations for the obtention of trade statistics and economic data for trade research and analysis.
8. To carry out monitoring exercise regarding trade effected under preferential regimes with specific countries.
9. To prepare briefs on trade relations with trading partners and preferential trade regimes.
10. To assist in the implementation of the provisions of the Consumer Protection (Scrap Metal) Regulations.
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 (Trade) 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/Responsible Officers.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at the following address: **<http://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 hrs (local time) on Tuesday 04 June 2024**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 15 May 2024

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