

## REPUBLIC OF MAURITIUS

### MINISTRY OF FINANCE AND ECONOMIC EMPOWERMENT (MOFEE)

#### SERVICE TO MAURITIUS PROGRAMME

- [Download Application Form](#)
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Applications are invited from suitably qualified candidates who wish to be enlisted to serve the MOFEE under the "Service to Mauritius Programme" for a period of 1 month to 2 years, renewable for up to one additional year.

**Title:** Service under the "Service to Mauritius Programme"

**Ministry:** Ministry of Finance and Economic Empowerment (MOFEE)

#### **1 IMMEDIATE REPORTING RELATIONSHIPS:**

The position reports to:

The Financial Secretary or the appropriate Head of Directorate at the MOFEE, a Department Head in a Department under the Ministry or the Team Leader of the Unit or Head of Unit, as the case may be.

#### **2. JOB PURPOSE:**

- To perform the tasks assigned by the Head of Department or the Team Leader or Head of Unit;
- To undertake research and analysis for the smooth conceptualization, formulation and implementation of policy;
- To assist in initializing and implementing a process of best practice;
- To assist in the analytical principles and methods applied;
- To assist in planning, management and monitoring of projects/programs initiated by MOFEE or requiring MOFEE contribution/assistance under the Programme Based Budgeting;
- To implement the broad policies and objectives of MOFEE under the PBB Framework and

- the Government Program relating to MOFEE;
- g. To provide general assistance to Departments/Unit to enable them to achieve their deliverables;
  - h. To set up and assist in managing the MIS of the different Directorates operating within MOFEE to enable them to achieve their deliverables;
  - i. To assist the monitoring of Budget resources as spelt out in the subsequent Budget Speeches and the deliverables set up under the PBB.

**3. EXPECTED OUTCOMES: (Not all apply to each assignment but each assignment will focus on some of the following):**

**a. Advisory Support**

- o Assist the Ministry in seeking information as regards new projects and programs.
- o Support Ministry and project teams in the review of operations papers, primarily at design stage, and provide advice to strengthen the framework of the country economic strategic studies and of policy operations.
- o To provide analytical support for the implementation of project with a view to clearing bottlenecks and ensuring SMART completion of projects/programs.
- o Assist the Ministry in providing SMART advice on the formulation and implementation of policy geared towards strategic economic growth/development.
- o To provide support to the Government's various programs to achieve specified outputs and/or meet agreed targets.

**b. Research Work, assistance to initiatives and better work practice**

- o Participate and lead in research and analytical work on Mauritius' development challenges, policies and project economic analysis methodologies, with particular emphasis on the social sector.
- o Disseminate research outputs through the publication of policy papers, briefs and technical notes.
- o Undertake research on poverty related issues and any other development issues.
- o Develop new initiatives in the course of the fulfillment of the duties.
- o Improve internal management/administrative processes.
- o Collection of data and the setting up of an MIS to facilitate strategic and SMART Decision Making.

### c. **Knowledge Management**

- Assist in creating knowledge based information system and evaluate quality and relevance to policy makers.
- Develop knowledge products (i.e. papers, reports, etc.) for capacity building on economic analysis and methods and contribute to their dissemination as a speaker or moderator during presentations, seminars and conferences.
- Foster collaboration and coordinate economic research, dissemination, networking and capacity building activities.

## **4. CORE COMPETENCIES:**

### **Technical Knowledge and Skills**

- Able to work in a team to solve complex problems using technical knowledge and skills in relation to policy and analysis
- Applies a high level of technical expertise in work related methodologies
- Uses technical expertise to advise and support Ministry's programmes
- Ability to work under strict time constraints.

### **Result Oriented**

- To ensure own work contributes to achieving ministry's programmes.
- To regularly review progress to ensure work is on target.
- To prioritize assigned works to achieve key results.

### **Team Work**

- To develop the team skills of team members where assigned a leadership role.
- To encourage cooperation within and between teams and promotes the value of diversity in teams.
- To work in co-operation with other team members.

### **Learning and Knowledge Sharing**

- To help staff to find a variety of ways to learn and develop
- To enable staff to make improvements
- To encourage the team members to learn from each other.

## 5. FIELDS FOR WHICH INTERNS ARE SOUGHT

1. Communications
2. HR Management and policies
3. Project Appraisal/Public sector Investment Planning/Strategic Planning
4. Managing new schemes and monitoring of implementation of Special Funds
5. Doing Business/Investment promotion/Investment Climate
6. International trade
7. To improve ICT Systems and work processes (both IT and non-IT) to modernize rules and make regulations smarter and less costly to comply with; this will include both improving the Management Information System and processes internal to MOFEE as well as work on the business licensing and regulatory framework
8. Procurement processes to be transparent and fast
9. SME Support
10. Setting up of Socio-Economic Empowerment Programme, Implementation, Monitoring and Evaluation
11. Development of indicators for programme based Budgeting
12. Social Policy including Pension & Social Safety Net
13. Tax Policy
14. Local Government Finances
15. Renewable energy
16. Sustainable development
17. To empower women and developing programmes to share jobs (facilitate part time work)
18. Support to manufacturing sector to become globally competitive as wages rise rapidly
19. Resource mobilization
20. To develop technical assistance and Capacity Building programme
21. Budget preparation, analysis and co-ordination with Line Ministries
22. Aid for trade Agenda
23. Regional Cooperation to accelerate lowering of barriers to flow of goods and services, investment and labour
24. Food Security programmes
25. Performance Management System and Staff Appraisal
26. Regional Development (National Development Unit/Min. of Environment)

27. Office of Ombudsperson for Children (with legal, psychological and international background)

## 6. AGE LIMIT

Candidates should not have reached their 45th birthday by the closing date for the submission of applications.

## 7. QUALIFICATIONS

A university degree with at least upper second division (UK system) from a top University or equivalent (international applicants e.g. a 3.2 GPA from a top US University) and in top 10 of class (applicants in Mauritius). As an alternative, certification by Department Head or University Administration that student graduated in the top third of the class (international), or top 10 (Mauritius), as the case may be. The top third ranking (international)/top ten (Mauritius) would apply to either a first degree or a graduate degree. Holders of Professional qualifications in engineering, architecture, IT, accounting and finance or any related fields could apply.

***Note: The latest graduate or under graduate qualification should have been obtained within the last five years for candidates above 40.***

## 8. SALARY

Professionals, researchers enlisted under to the "Service to Mauritius Programme" (SMP) ) who put in a minimum of 40 hours weekly will be eligible for a monthly all-inclusive allowance within the following matrix:

QUALIFICATION	ALL-INCLUSIVE ALLOWANCE (Range)
Undergraduates	Rs 12 500 - 30 000
Masters	Rs 20 000 - 45 000
PhD	Rs 32 500 - 62 000
Post Doctoral	Rs 45 000 - 85 000

The Quantum of the all inclusive allowance is based on the qualification and experience of the candidates. Typically an offer is made at the entry level, however, subject to written evidence (pay slip or tax return or equivalent document), alternative offers or current pay can be matched up to the maximum in the range.

## **9. RELEVANT EXPERIENCE AND OTHER REQUIREMENTS:**

- Suitability to undertake the responsibilities mentioned above at the required level; they should also indicate which of the position/s they would like to be considered for:
- Excellent oral and written communication skills in English
- Ability to work in team and take SMART decisions
- Knowledge of French is an advantage but not essential
- Foreign candidates are required to provide their nationality, passport number, as well as their present posting or university
- Candidates should also indicate if they have any objection to their names being posted on MOFEE's website. Unless there is an explicit objection expressed, MOFEE will assume that it is OK to post information on the website relating to the candidate's particulars and status of his application.

## **10. WORK PROGRAMME**

After Pre-Selection, a final offer can only be made on the basis of an agreed work programme with the relevant unit. In this process, typically, preference will be given to those willing to serve for a minimum of 6 months. In general a longer period of service is preferred to a shorter one.

## **11. IMPORTANT INFORMATION AND INSTRUCTIONS**

The Service to Mauritius Programme is financed by the Government of Mauritius.

Applications should be submitted on the form posted on the website, quoting **Ref. CF/ESTB/7/42/63**, to the Financial Secretary, MOFEE on email to Mrs. B. Chukun at [bchukun@mail.gov.mu](mailto:bchukun@mail.gov.mu) with copy to [fssecretariat@mail.gov.mu](mailto:fssecretariat@mail.gov.mu), not later than **05 January 2010**.

**Candidates who had submitted their application late and were not processed in the previous round will be considered in this round.**

The MOFEE website will list all applications received and the status of processing. If you do not want your name listed on our website, please indicate this to us. In that event, you will only be contacted if you are being made an offer.

Candidates may be interviewed over the telephone or in person but selection may not require interview when the match between candidate and the requirements of MOFEE is clear.

The selection exercise will be conducted by a panel of staff from MOFEE and the Ministry of Civil Service and Administrative Reforms.

The criteria including the scoring system and process for selection is posted on the MOFEE's website. Candidates, if selected, will have some leeway when to start any time after the final offer has been made.

Once a pre-selection has been made, the candidate will need to finalise administrative arrangements including remuneration with the Administration of the Programme and work programme with the assigned Directorate. If no match is found on work programme, the candidate may be referred to an alternate Directorate. Directorates, however, do not deal with pay and other administrative issues. Also, until the work programme has been agreed, Administration is not able to further process the application.

Typically candidates scoring less than 10 points are not selected.

**The MOFEE reserves the right to convene only the best qualified candidates.**

**Applications not made on the prescribed form will not be considered.**

**Date: 14 December, 2009**

**Ministry of Finance and Economic Empowerment**