

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 23 OF 2010

Vacancies for Post of Job Analyst
Pay Research Bureau

Applications are invited from qualified serving officers of the Pay Research Bureau who wish to be considered for appointment as Job Analyst in the Pay Research Bureau.

II. QUALIFICATIONS

- A. By selection, on the basis of a written competitive examination and an interview conducted by the Public Service Commission, from among officers in the grade of Survey Officer who reckon at least five years' service in a substantive capacity in the grade.
- B. Candidates should -
- (i) be well versed with Civil Service Machinery and Pay and Remuneration Systems in the Public Sector;
 - (ii) have organising and supervisory skills;
 - (iii) possess good communication and interpersonal skills; and
 - (iv) have the ability to lead a team.

III. ROLE AND RESPONSIBILITIES

Under the general direction of the Principal Job Analyst, to assume both technical and administrative responsibilities pertaining to and be accountable for specific areas of operations.

IV. DUTIES AND SALARY

1. To allocate duties to Survey Officers and control their work in connection with:-
 - (i) job description, analysis and evaluation; and
 - (ii) assignments in organisations to determine appropriate structures, relativities and emoluments,and to establish priorities and work programmes relating thereto.
2. To establish standards of quality in the presentation, analysis and evaluation of materials and to ensure that these are maintained.

3. To evolve job evaluation schemes and to conduct research work in this connection.
4. To head job evaluation panels responsible for the analysis and evaluation of jobs.
5. To be responsible for the training of Survey Officers in job evaluation techniques.
6. To assist in the formulation of policies on conditions of service for incorporation in the overall framework of pay recommendations and to perform research work in this connection.
7. To assist in the writing of reports.
8. To perform administrative duties relating to the above.
9. To use ICT in the performance of his duties.
10. 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 Job Analysts in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 37,500 x 1,250 – 50,000 a month plus salary compensation at approved rates.

V. SELECTION PROCEDURE AND EXAMINATION ARRANGEMENTS

1. The selection procedure will comprise:-
 - (i) a written competitive examination designed to assess the candidates analytical skills and ability in report writing and to test their knowledge of issues and problems relating to public sector organisations, the recruitment systems, the pay structures and the conditions of service; and
 - (ii) an interview conducted by the Public Service Commission.
2. Candidates will be informed in due course of the exact date and venue of the examination.
3. Candidates who are overseas should make their own arrangements to come to Mauritius to sit for the examination and to attend interview.

VI. 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 Civil Service and Administrative 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 Commission/Embassies overseas.
2. Applications should be submitted in **duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Director, Pay Research Bureau.
3. Candidates are 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 applicant.**

VII. CLOSING DATE OF APPLICATION

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Monday 16 August 2010.**

NOTE

This Circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at the following address: <http://psc.gov.mu>

On-line application can also be submitted through the government web portal at <http://www.gov.mu>

Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.

Date: 26 July 2010

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