

MAURITIUS PUBLIC SERVICE

Vacancies for Post of Analyst **Ministry of Finance and Economic Development**

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

II. AGE LIMIT

Candidates, unless already in the service, should not have reached their **40th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

1. Candidates should possess:-

- A.** a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level"; and
- B.** a degree in Finance or Economics or Business Studies or Law or Philosophy or Psychology or Sociology or Accounting or Mathematics or Computer Science or Information Technology or any related field from a recognised institution.

OR

Equivalent qualifications to **A** and **B** above acceptable to the Public Service Commission.

OR

A professional qualification in Accountancy or Engineering or Architecture.

2. Candidates should:-

- (i) reckon practical experience in the relevant field;
- (ii) possess leadership, interpersonal and communication skills as well as good analytical skills;
- (iii) have the ability to learn and work in a multidisciplinary team, to work under pressure and meet tight deadlines; and
- (iv) be computer literate.

Note

Qualification at **1.A** above should have been obtained prior to qualification at **1.B** above. However, candidates who, as at 30 June 2003, did not possess the qualification at **1.A** above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject; and
- (b) a Master’s Degree or a postgraduate diploma from a recognised institution in one of the fields at **1.B** above.

OR

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission.

Qualification at (a) under ‘Note’ should have been obtained prior to qualifications at **1.B** above and at (b) under ‘Note’.

NOTE

Selected candidates who are professional Accountants will start at salary point Rs 21,400 and those who are professional Engineers or Architects will start at salary point Rs 22,000.

Candidates should produce written evidence of experience/knowledge claimed.

IV. DUTIES AND SALARY

1. To perform duties as may be assigned which would enable the Ministry to achieve its goals and objectives and, in particular, the following -
 - (i) collection and analysis of economic, budgetary and financial data for the purpose of Programme-Based Budget preparation and monitoring;
 - (ii) assisting in the preparation of sectoral development programmes with a view to integrating them into the national strategic plan;
 - (iii) assisting in the preparation of development projects and in the supervision of their implementation;
 - (iv) preparation of reports/briefs/papers describing and analysing the performance of the economy and budgetary issue;
 - (v) assisting in the formulation and implementation of economic, social, financial and management policies;

- (vi) serving as a liaison between relevant public and private sector organisations and the Ministry of Finance and Economic Development;
 - (vii) carrying out research with a view to making policy proposals regarding economic reforms;
 - (viii) performing duties of a simple nature relating to organisational studies and management reviews and to submit reports and recommendations; and
 - (ix) carrying out management analysis and consultancy work, project management and development of quality management systems.
2. When posted to Ministries/Departments –
- (i) to advise the Heads of Ministries/Departments on economic and financial/accounting issues specially where these are laid down in statutes;
 - (ii) to inspect and investigate economic and financial data including statements of accounts, records and documents of public sector organisations controlled by the Ministries/Departments and advise on improvements to public expenditure management and control systems; and
 - (iii) to carry out investigations of a simple nature and submit comprehensive reports and recommendations, taking into account Government's financial and economic policy. These investigations cover *inter alia* matters relating to the following -
 - (a) Claims on Government;
 - (b) Duties and Taxes;
 - (c) Price Fixing of products; and
 - (d) Valuation of investments.
3. To use ICT in the performance of his duties.
4. 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 in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 19,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000 a month plus salary compensation at approved rates.

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 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. Candidates already in the service should submit their application **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.gov.mu>
4. On-line application can also be submitted through the government web portal at <http://www.gov.mu>
5. Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.
6. 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.**

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Wednesday 21 December 2011.**

Date: 01 December 2011

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