

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 1 OF 2012**

**Vacancies for Post of Statistical Officer**  
**Ministry of Health and Quality of Life**

Applications are invited from qualified officers who wish to be considered for appointment as Temporary Statistical Officer in the Ministry of Health and Quality of Life.

**II. QUALIFICATIONS**

**A.** By selection from among officers who hold a substantive appointment in the grade of Clerical Officer/Higher Clerical Officer or Officer and who possess the Cambridge Higher School Certificate with a pass at Principal Level in Mathematics or passes in at least two subjects including Mathematics obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.

**B.** Candidates should –

- (i) have good communication and inter-personal skills;
- (ii) be able to work both independently and in teams;
- (iii) be customer-oriented;
- (iv) be capable of meeting performance targets and standards; and
- (v) have a basic command of computer software.

**Note**

Selected candidates will be appointed in a temporary capacity in the first instance and will be considered for appointment in a substantive capacity on obtention of the Ordinary Certificate in Statistics of the United Kingdom Royal Statistical Society or an equivalent qualification acceptable to the Public Service Commission.

**III. DUTIES AND SALARY**

1. To assist the Senior Statistical Officer in the performance of his duties.
2. To collect, compile and process data, and prepare statistical tables with or without the use of electronic data processing equipment.
3. To participate in surveys.
4. To call at health institutions to assist staff in recording and applying accurate data, as and when required.
5. To calculate percentages, rates and other statistical measures, as and when required.
6. To make use of softwares for computer processing.
7. 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 Statistical Officers in the roles ascribed to them.

Selected candidates will be appointed in a temporary capacity in the first instance and draw a flat salary of Rs 12,300 a month plus salary compensation at the approved rate. On appointment in a substantive capacity, they will draw salary in the scale of Rs 12,300 x 300 – 13,800 x 400 - 15,000 x 500 – 16,000 x 600 - 22,000 a month plus salary compensation at approved rates.

#### **IV. 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 their respective Supervising/Responsible Officers.
3. 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>
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.**

#### **V. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Tuesday 21 February 2012.**

**Date: 30 January 2012**

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