

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT (MOFED)

Applications are invited from suitably qualified candidates who wish to be enlisted to serve the MOFED 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: MOFED

1. IMMEDIATE REPORTING RELATIONSHIPS:

The position reports to:
The Financial Secretary or the appropriate Head of Department in the Ministry of Finance and Economic Development

2. JOB PURPOSE:

- (a) to be responsible to the Department Head or assigned Team Leader
- (b) To provide support to implement the government’s programme for the Ministry of Finance and Economic Development under the Programme Based Budgeting framework;
- (c) To undertake policy and economic research and contribute to capacity building;
- (d) Knowledge sharing initiatives around rigorous principles of analytical principles and methods;
- (e) Work with broad policies and objectives.

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

a. Advisory Support

- Support ministry and project teams in the review of operations papers, primarily at design stage, and provide advice to strengthen the economic base of country strategy studies and of policy operations.

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

- Participate in research and analytical work on Mauritius’ development challenges, policies and project economic analysis methodologies, particularly for the social sector.
- Disseminate research outputs through preparing and publishing policy papers, briefs and technical notes.
- Undertake research on development and poverty issues.
- Develop new initiatives.
- Improve internal processes.
- Strengthen HR management.

c. Knowledge Management

- Assist in creating a 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 with others to solve complex problems using technical knowledge and skills in relation to policy and analysis
- Applies a high level of technical expertise in work relating to the application of analytical technique and methods
- Uses technical expertise to advise and support Ministry's programmes.

Achieving Results

- Ensures own work contributes to achieving ministry's programmes.
- Regularly reviews progress to ensure work is on target.
- Prioritizes own and others' work (where relevant) to achieve key results.

Working Together

- Develops the team skills of team members where assigned a leadership role.
- Encourages cooperation within and between teams and promotes the value of diversity in teams.

Learning and Knowledge Sharing

- Helps staff to find a variety of ways to learn and develop
- Empowers staff to make improvements
- Encourages the team to learn from each other

5. FIELDS FOR WHICH INTERNS ARE SOUGHT

1. Developing a circular migration programme
2. Macro modeling
3. Communications
4. HR management and policies
5. Project Appraisal/Public Sector Investment Planning/Strategic Planning
6. Doing Business/Investment Promotion/Investment Climate
7. International Trade
8. Improving ICT Systems and work processes (both IT and non-IT) to modernize rules
9. Procurement processes to be transparent and fast
10. Management processes (to improve internal administration)
11. SME support
12. Empowerment Programme Monitoring and Evaluation
13. Development of indicators for Programme Based Budgeting
14. Social Spending
15. Tax Policy
16. Local Government Finances
17. Renewable energy
18. Sustainable development
19. Empowering women and developing programmes to share jobs (facilitate part time work)
20. Support to manufacturing sector to become globally competitive as wages rise rapidly
21. Resource mobilization
22. Development of Technical Assistance and Capacity Building Programme
23. Aid for Trade Agenda
24. Regional Cooperation to accelerate lowering of barriers to flow of goods and services, investment and labour

- 25. Food security programmes
- 26. Performance Management System and Staff Appraisal

6. QUALIFICATIONS

A university degree with at least upper second or equivalent (international applicants) and in top 10 of class (applicants in Mauritius). As an alternative, certification by Department Head or University Administration that student was in top third of the class, or top 10, as the case may be.

7. SALARY

Professionals, researchers enlisted under to the "Service to Mauritius Programme (SMP) who put in 33 to 40 hours weekly will be eligible for a monthly all-inclusive allowance within the following matrix:

| QUALIFICATION | ALL-INCLUSIVE ALLOWANCE (Range) |
|---------------|------------------------------------|
| Graduates | Rs 10 000 – 20 000 |
| Masters | Rs 15 000 – 30 000 |
| PhD | Rs 25 000 – 40 000 |
| Post Doctoral | Rs 35 000 – 50 000 |

Stipends may be adjusted upwards following PRB Report expected by June 2008.

8. RELEVANT EXPERIENCE AND OTHER REQUIREMENTS:

- Suitability to undertake the responsibilities mentioned above at the required level
- Excellent oral and written communication skills in English
- Knowledge of French is an advantage but not required

9. IMPORTANT INFORMATION AND INSTRUCTIONS:

The Service to Mauritius Programme is co-financed by the Government of Mauritius and the Development Partners.

Application should be submitted electronically, quoting **Ref. CF/ESTB/7/42/63**, to the Financial Secretary, MOFED on email kbunjun@mail.gov.mu, copy to fssecretariat@mail.gov.mu not later than 6 June 2008. Candidates may be interviewed over the telephone or in person but selection may not require interview when the match between candidate and task is clear.

The selection and interview will be conducted by a panel of staff from MOFED, Ministry of Civil Service and Administrative Reform and one Development Partner (eg Agence Française de Développement, European Commission, UNDP, World Bank).

The MOFED plans to recruit the best suitable candidate.

Ministry of Finance and Economic Development

Date: 22 May 2008