Vacancy for Post of Parliamentary ICT Officer
National Assembly

Applications are invited from qualified candidates who wish to be considered for appointment as Parliamentary ICT Officer in the National Assembly.

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**

A. Candidates should possess a diploma in Information Technology or Computer Science or Computer Engineering or Information Systems or Software Engineering or any diploma, the major component of which should be in Information Technology or Computer Science or Computer Engineering or Information Systems or Software Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) reckon at least two years’ experience in networking, application and database design; and

   (ii) possess good communication and interpersonal skills.

**NOTE**

The Parliamentary ICT Officer may be required to follow on-the-job training in sound/video ICT Architecture, multi-user systems and audio recording and voice-to-text technologies during his period of temporary appointment.

**Note**

1. Candidates should produce written evidence of experience claimed.

2. **The onus for the submission of written evidence of experience claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. The Commission reserves the right to convene **only** the best qualified candidates for interview.

**IV. DUTIES AND SALARY**

1. To assist -
   (i) the Deputy Parliamentary ICT Manager in his duties; and
   (ii) in performing systems study and analysis and preparing feasibility reports and functional specification.

2. To deputise for the Deputy Parliamentary ICT Manager in his absence.

3. To perform database, network and systems administration and to set up and manage users, groups and roles.

4. To plan and perform, in conjunction with end-users acceptance testing of applications developed by software developers and liaise with external service providers.

5. To take preventive measures to ensure adequate capacity and availability of storage and computing systems and to monitor performance to ensure optimum efficiency.

6. To implement security measures to safeguard IT systems from threats and ensure business continuity.

7. To develop and ensure compliance with standards, guidelines and methodologies.

8. To use ICT in the performance of his duties.

9. 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 Parliamentary ICT Officer in the roles ascribed to him.

**Note**

The Parliamentary ICT Officer is required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 20,050 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 43,850 a month.
V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address:

   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising/Responsible Officers.

5. Acknowledgement of applications will be made by e-mail. Candidates are advised to submit their e-mail address.

6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may 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 Commissions/Embassies overseas.

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission not later than 3.00 p.m. on Tuesday 28 August 2018.

Date: 08 August 2018

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