Applications are invited from qualified candidates who wish to be considered for appointment as Computer Support Officer/Senior Computer Support Officer (on roster) in the Central Information Systems Division of the Ministry of Technology, Communication and Innovation.

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. A Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics or Computer Studies or Computer Science or Passes in at least two subjects including Mathematics or Computer Studies or Computer Science obtained on one certificate at the General Certificate of Education “Advanced Level”.

B. A Certificate in Information Technology or Computer Studies or Computer Science or any ICT related area from a recognised institution.

OR

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

NOTE

1. The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

2. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. **DUTIES AND SALARY**

1. To assist the Computer Operations Controller in his duties.

2. To coordinate and perform computer operations and support activities.

3. To install and configure hardware and software and provide preventive measures and technical support thereon.

4. To operate computer systems, perform backups and keep records thereof.

5. To comply with and implement security measures to computer systems.

6. To commission ICT equipment.

7. To carry out survey/audit of the ICT equipment and keep records thereof.

8. To troubleshoot computer hardware and software as and when required.

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 Computer Support Officer/Senior Computer Support Officer (on roster) in the roles ascribed to him.

**Note**

1. Computer Support Officer/Senior Computer Support Officers (on roster) are required to work on a roster (day) basis according to a structured pattern of work whose turns of duty starts either at or after 4.00 a.m. or goes up to 8.00 p.m.

2. Computer Support Officer/Senior Computer Support Officers (on roster) will be required to work at the Central Information Systems Division and in the Information Services Sections (ISS) / units of Ministries/Departments.

The permanent and pensionable post carries salary in scale Rs 14,875 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 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](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 also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by **e-mail**. Candidates are encouraged 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 6703417.

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 on-line 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 Form should reach the Secretary, Public Service Commission, **not later than 3.00 p.m. on Monday 29 October 2018.**

Date: 09 October 2018

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