MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 8 OF 2020

Vacancy for Post of Manager, ICT
Public Service Commission and Disciplined Forces Service Commission

Applications are invited from qualified candidates who wish to be considered for appointment as Manager, ICT in the Public Service Commission and Disciplined Forces Service Commission.

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 degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering, or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(a) (i) reckon at least five years’ post-qualification experience in the development and management of ICT infrastructure including involvement in managing projects or in System Engineering (software and hardware) or

(ii) reckon an aggregate of five years’ post-qualification experience in the development and management of ICT infrastructure including involvement in managing projects and in System Engineering (software and hardware);

(b) be conversant with latest technological developments in ICT, e-recruitment processes and HR related matters;

(c) possess a track record of having led a team of IT personnel in a highly critical environment;

(d) possess effective interpersonal, communication and leadership skills; and

(e) possess good analytical, organising and decision-making skills.
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 of Certificate, as appropriate, by the closing date.

3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:
   (i) to convene only the best qualified candidates for interview; and
   (ii) not to make any appointment following this advertisement.

IV. ROLE AND RESPONSIBILITIES

To be responsible for the efficient and effective management of the ICT infrastructure and sustaining the computerised system of the Public Service Commission and Disciplined Forces Service Commission.

V. DUTIES AND SALARY

1. To be responsible to the Secretary, Public Service Commission and Disciplined Forces Service Commission for the performance of the following duties –
   (a) conceptualisation of projects and the formulation of policies, standards and security norms with regard to Information and Communication Technology (ICT) projects of the Commissions;
   (b) manage, coordinate, monitor and assist in implementing all ICT projects in accordance with best practices and appropriate standards for the Commissions;
   (c) proper administration, maintenance and upgrading of the e-recruitment system and the existing Information Technology infrastructure of the system;

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(d) manage and maintain the Commission’s website and the ongoing ICT Strategy;

(e) prepare specifications and evaluate project proposals in collaboration with the Ministry of Technology, Communication and Innovation;

(f) coordinate ICT solution providers in order to ensure proper operation of Information Systems;

(g) ensure availability of the internal Computerised Systems of the Public Service Commission and Disciplined Forces Service Commission; and

(h) maintain ongoing awareness of developments in the field of ICT and provide training to all users with respect to the implementation of new IT System at the Public Service Commission and Disciplined Forces Service Commission.

2. To liaise and coordinate with all stakeholders involved for the smooth running of the e-recruitment system.

3. To control, coordinate and supervise the work of officers working under his responsibility.

4. To ensure that ICT norms are respected in different sections of the Commissions.

5. 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 Manager, ICT in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

VI. 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 Public Service, Administrative and Institutional 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.

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 Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

4. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

5. Candidates are also 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.

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. (local time) on Tuesday 3 March 2020. Applications received after the closing date and time will not be considered.

Date: 12 February 2020

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