Applications are invited from qualified Rodriguan candidates who wish to be considered for appointment as Assistant Systems Analyst/Senior Assistant Systems Analyst in the Information and Communication Technology Unit of the Rodrigues Regional 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 Computer Science or Software Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

(i) possess good communication and interpersonal skills; and

(ii) have the ability to work in a team.

NOTE

1. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

2. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. DUTIES AND SALARY

1. To assist the Systems Analyst in -

   (i) preparing specific and non-specific requirements for ICT projects;

   (ii) setting up and configuring computer systems and infrastructure deployment and site preparation;

   (iii) performing database, network and systems administration and setting up and managing users, groups and roles;
(iv) performing quality assurance and evaluating computer system specifications for business requirements; and

(v) providing first level technical support on computer hardware and software.

2. To design, develop, maintain, implement and deploy IT systems, and train end-users thereon.

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

4. To provide and maintain up-to-date documentation of implemented systems as regard technical, user, procedure and operational manuals.

5. To implement security measures to safeguard IT systems from threats and to ensure business continuity in collaboration with all stakeholders.

6. To monitor performance of application software, operating system and daily and weekly back-up.

7. To design and implement additional queries and reports on existing database.

8. To ensure compliance with ICT standards, guidelines and methodologies.

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 Assistant Systems Analyst/Senior Assistant Systems Analyst in the roles ascribed to him.

Note

Assistant Systems Analyst/Senior Assistant Systems Analysts may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 -29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 45,275 a month plus salary compensation at approved rates.

V. 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. 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

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

4. 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.**

VI. CLOSING DATE

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m. on Wednesday 13 May 2015.**

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 23 April 2015