MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 74 OF 2015

Vacancies for Post of Computer Support Officer (on roster)
Ministry of Technology, Communication and Innovation
(Central Information Systems Division)

Applications are invited from qualified candidates who wish to be considered for appointment as 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

Candidates should possess–

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

B. a Certificate in Information Technology or Computer Studies from a recognised institution;

C. a Certificate in PC Trouble Shooting from a recognised institution;

OR

Equivalent qualifications to A, B and C above acceptable to the Public Service Commission; and

D. at least six months practical experience in computer operations.

NOTE

1. Candidates should produce written evidence of experience claimed.

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

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

1. To assist the Senior Computer Support Officer (on roster) in his duties and to replace him, as and when required.

2. To install and configure hardware and common PC-related software and provide preventive measures and technical support thereon.

3. To operate computer systems including running of processes, handling of inputs, production of outputs, performing backups and keeping records thereof.

4. To comply with and promote applicable security standards in relation to computer systems.

5. To commission IT equipment.

6. To carry out survey/audit of the technical features of computer equipment.

7. To troubleshoot computer hardware and software, as and when required.

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

**Note**

1. 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 Officers (on roster) will be required to work at the Central Information Systems Division and in the Information Services sections/units of Ministries/Departments.

The permanent and pensionable post carries salary in scale Rs 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 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.
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 Officers.

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. Candidates are encouraged to submit on-line application through the government web portal at http://www.govmu.org

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

6. 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.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Thursday 10 December 2015.

Date: 27 November 2015