Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Computer Support Officer (on roster) in the Information and Communication Technology Division of the Rodrigues Regional Assembly.

II. **AGE LIMIT**

Candidates, unless already in the Service, should not have reached their 40\(^{th}\) 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 install and configure hardware and common PC-related software and provide preventive measures and technical support thereon.

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

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

4. To commission IT equipment.

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

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

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

8. 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

Computer Support Officers (on roster) are required to work on a roster basis according to a plan specifying the commencing and finishing times of turns of duty which include night duty or not.

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. 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 Thursday 09 April 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: 27 March 2015

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.