MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 42 OF 2014

Vacancies for Post of Systems Analyst
Ministry of Information and Communication Technology
(Central Information Systems Division)

Applications are invited from qualified candidates who wish to be considered for appointment as Systems Analyst in the Central Information Systems Division of the Ministry of Information and Communication Technology.

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

1. By selection from among –

   A. officers in the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst who reckon at least five years’ service in a substantive capacity in the grade.

   AND

   B. candidates who –

      (i) possess a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or any 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; and

      (ii) reckon at least two years’ experience in systems analysis, database design and operation of multi-user systems.

2. Candidates should –

   (i) possess good communication, interpersonal and organising skills; and

   (ii) have the ability to manage a team of officers.

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 Systems Analyst in the performance of his duties.

2. To assist in performing systems study and analysis and to prepare feasibility reports and functional specifications.

3. To perform database, network and systems administration and to set up and manage users, groups and roles.

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

5. To plan and perform, in conjunction with end-users, acceptance testing of applications developed by software developers and to liaise with external service providers.

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

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

8. To set up and configure computer systems and assist in ICT infrastructure deployment and site preparation.

9. To perform quality assurance of computer systems.

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

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

12. 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 Systems Analyst in the roles ascribed to him.

**Note**

1. Systems Analysts will be required to -
   
   (i) work at either the Central Information Systems Division or in Information Services sections/units of Ministries/Departments; and

   (ii) continually upgrade their knowledge and skills to keep pace with new development in ICT technologies and tools for effective and efficient service delivery.

2. Systems Analysts may be required to work outside normal working hours.
The permanent and pensionable post carries salary in scale Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 a month. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 24,130 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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. 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.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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

6. 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 Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Wednesday 18 June 2014.

Date: 29 May 2014