Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Manager (ICT) in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

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. Candidates should possess -

   A. a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and

   B. a degree in Computer Science or Computer Engineering or Information Technology or Information Systems from a recognised institution.

   OR

   Equivalent qualifications to A and B above acceptable to the Public Service Commission.

2. Candidates should –

   (i) (a) reckon at least three years’ post-qualification experience in the field of Information and Communication Technology with involvement in managing projects or in systems engineering (software and hardware) or

   (b) reckon an aggregate of three years’ post-qualification experience in Information and Communication Technology with involvement in managing projects and in systems engineering (software and hardware);

   (ii) possess good organising, communication, interpersonal and training skills and have the potential to lead a team of officers;

   (iii) possess analytical and managerial skills; and

   (iv) be conversant with latest technological developments in ICT and the latest trend of teaching thereof.
Note

Qualification at 1.A above should have been obtained prior to qualification at 1.B above. However, candidates who, as at 30 June 2003, did not possess the qualification at 1.A above, will also be considered provided they hold –

(a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject; and

(b) a Master’s Degree or a postgraduate diploma from a recognised institution in one of the fields at 1.B above.

OR

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission.

Qualification at (a) under ‘Note’ should have been obtained prior to qualifications at 1.B above and at (b) under ‘Note’.

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 Certificate, as appropriate, by the closing date.

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

IV. ROLE AND RESPONSIBILITIES

To assist in the provision of IT services and technical advice to the Ministry.

V. DUTIES AND SALARY

1. To assist the Manager (ICT) in the performance of his duties.

2. To implement policies, standards and security norms with regard to Information and Communication Technology (ICT) projects at the Ministry.
3. To implement, monitor and evaluate ICT projects at the level of the Ministry in close collaboration with other sections/divisions and schools.

4. To advise on appropriate ICT solutions for the Ministry and in the education sector.

5. To provide assistance in the management and maintenance of the Ministry’s website.

6. To liaise with ICT solution providers, the Ministry of Technology, Communication and Innovation and other Ministries/Departments and Parastatal Bodies in order to support proper operation of information systems.

7. To assist in the organisation of ICT-related activities.

8. To co-ordinate and monitor the work of subordinate staff and to provide guidance and assistance to them.

9. To assist in the preparation of specifications and evaluation of project proposals in collaboration with the Ministry of Technology, Communication and Innovation.

10. To supervise network, system and database administration and software maintenance.

11. To represent the Manager (ICT) in meetings on ICT-related activities.

12. To ensure that project deadlines are achieved.

13. To assess training needs with a view to providing relevant training to the officers of the Ministry.

14. To maintain on-going awareness of developments in the field of ICT including applications in the education sector.

15. 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 Manager (ICT) in the roles ascribed to him.

**Note**

Assistant Managers (ICT) 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 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 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 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. Candidates are encouraged to submit online 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.

VII. 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 09 November 2017.

Date: 20 October 2017

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