Vacancy for Post of Deputy Parliamentary ICT Manager
National Assembly

Applications are invited from qualified candidates who wish to be considered for appointment as Deputy Parliamentary ICT Manager in the National 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 degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or a 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.

B. Candidates should –
   (i) reckon at least three years’ experience in Networking, Application and Database Design; and
   (ii) have knowledge in Sound/Video ICT Architecture and operation of multi-user systems and be conversant with Voice-to-Text technologies.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of written evidence of experience/knowledge 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/knowledge 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 developing, managing and monitoring the Parliamentary ICT Unit of the National Assembly.

V. DUTIES AND SALARY

1. To deputise for the Parliamentary ICT Manager in his absence.

2. To be responsible to the Parliamentary ICT Manager for –
   (i) all technical work and Parliamentary ICT Infrastructure;
   (ii) the day-to-day management of the Parliamentary ICT infrastructure, Database Administration, Web development and Pre-press system;
   (iii) proposing and developing Parliamentary ICT Security; and
   (iv) developing, maintaining and communicating ICT policies and procedures throughout the Parliament in accordance with best practices and appropriate standards to ensure the effective and efficient use of ICT throughout the National Assembly.

3. To supervise and advise on database, network and systems administration.

4. To set up and manage users, groups and roles.

5. To set up and configure computer systems.

6. To assist in IT infrastructure deployment and site preparation.

7. To perform quality assurance of computer systems.

8. To implement security measures to safeguard IT systems from threats and ensure business continuity.

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 Deputy Parliamentary ICT Manager in the roles ascribed to him.

Note

The Deputy Parliamentary ICT Manager will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 27,850 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 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 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 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 Monday 06 November 2017.

Date: 17 October 2017

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