MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 99 OF 2017

Vacancy for Post of Parliamentary ICT Manager
National Assembly

Applications are invited from qualified candidates who wish to be considered for appointment as 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 five years’ post-qualification experience in the development and management of ICT infrastructure;

(ii) be conversant with the latest technologies being used in Parliaments;

(iii) possess a track record for having led a team of IT personnel in a highly critical environment; and

(iv) possess good communication, interpersonal, organising and leadership skills.

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 develop, manage and monitor the Parliamentary ICT Unit of the National Assembly.

V. **DUTIES AND SALARY**

1. To be responsible –

   (i) to the Clerk of the National Assembly for all technical work and Parliamentary ICT Infrastructure;

   (ii) for the day-to-day management of the Parliamentary ICT infrastructure, Database Administration, Web development and Pre-press system;

   (iii) for proposing and developing Parliamentary ICT Security;

   (iv) for IT infrastructure deployment and site preparation; and

   (v) for 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.

2. To ensure that an ICT Service Continuity Plan is developed, implemented, tested and maintained.

3. To contribute to the development and maintenance of an ongoing ICT Strategy for the National Assembly.

4. To control, co-ordinate and supervise the work of officers working under his responsibility.

5. 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 Parliamentary ICT Manager in the roles ascribed to him.

**Note**

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

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 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](http://psc.govmu.org)

4. Candidates are encouraged to submit online application through the government web portal at [http://www.govmu.org](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.**

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Date: 17 October 2017

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