Applications are invited from qualified candidates who wish to be considered for appointment as Programme Manager, CIB in the Ministry of Technology, Communication and Innovation (Central Informatics Bureau).

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. A degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology, from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

(i) reckon at least four years’ postgraduate experience in the field of Information Technology (IT) including two years’ involvement in managing IT projects; and

(ii) possess good communication skills and have the potential to lead a team of IT personnel.

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 provide project management services and technical advice to Ministries/Departments.

V. DUTIES AND SALARY

1. To assist Ministries/Departments in the identification of opportunities for improving effectiveness and efficiency through Information Technology.

2. To provide guidance and consultancy on the choice of appropriate IT solutions.

3. To prepare specifications and evaluate project proposals in collaboration with end-users.

4. To establish and achieve project deadlines within allocated budget and acceptable levels of quality.

5. To assist in planning, implementation and evaluation of Information Systems.

6. To recommend Information Systems policies, standards and security norms.

7. To manage IT solution providers.

8. To recommend appropriate training for Information Systems personnel and other users.

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 Programme Manager, CIB in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 42,325 x 1,525 – 49,950 x1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 74,350 a month.

NOTE:

1. Programme Managers, CIB will be expected to work in close collaboration with one another and may be posted to Ministries/Departments in connection with the implementation of projects.

2. Programme Managers, CIB should maintain on-going awareness of developments in the field of Information Technology.
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 Monday 29 January 2018.

Date: 09 January 2018