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

II. QUALIFICATIONS

1. By selection from among -

   (a) officers not below the grade of Senior Data Entry Officer who reckon at least three years’ service in a substantive capacity in their respective grade; and

   (b) officers in the Computer Support Cadre who reckon at least three years’ service in a substantive capacity in the Cadre.

2. Candidates should –

   (a) (i) have successfully completed the professional training, both practical and theoretical in systems analysis, database design and software maintenance, as approved and arranged by the Ministry of Information and Communication Technology or

   (ii) possess a diploma in Computer Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

   (b) possess good communication skills; and

   (c) have the ability to work in a team.

III. DUTIES AND SALARY

1. To assist the Systems Analyst and Senior Systems Analyst in the performance of their duties.

2. To perform database, network and systems administration and to set up and manage users, groups and roles.
3. To design, develop, maintain, implement and deploy IT systems, and train end-users thereon.

4. To assist end-users in performing acceptance testing of applications developed by software developers and liaise with external service providers.

5. To take preventive measure to ensure adequate capacity and availability of storage and computing systems and monitor performance to ensure optimum efficiency.

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

7. To assist in setting up and configuration of computer systems and in infrastructure deployment and site preparation.

8. To assist in performing quality assurance of computer systems.

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

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

11. 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 Systems Analyst/Senior Assistant Systems Analyst in the roles ascribed to him.

Note

1. Assistant Systems Analysts/Senior Assistant Systems Analysts will be required to work either at the Central Information Systems Division or in Information Services sections/units of Ministries/Departments.

2. Assistant Systems Analysts/Senior Assistant Systems Analysts may be required to work outside normal working hours.

The permanent and pensionable post carries salary in scale Rs 19,025 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 48,275 a month. However, for the year 2013 and the year 2014, incumbents would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
IV. 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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Permanent Secretary, Ministry of Information and Communication Technology.

3. This circular 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.

V. 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 14 November 2013.

Date: 25 October 2013

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