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

II. QUALIFICATIONS

By selection from among officers in the grade of Systems Analyst who reckon at least two years’ service in a substantive capacity in the grade and who -

(a) possess effective communication, interpersonal and organising skills;
(b) have strong commitment and leadership qualities; and
(c) have conceptual, analytical and creative skills, including the ability to identify relevant issues and priorities.

III. ROLE AND RESPONSIBILITIES

To be responsible for the effective management of IT units and the smooth running of computer systems in Ministries/Departments assigned.

IV. DUTIES AND SALARY

1. To supervise and monitor the work of Systems Analyst, Assistant Systems Analysts/Senior Assistant Systems Analysts and other subordinate staff under his supervision.

2. To perform systems study and analysis and to prepare feasibility reports and functional specifications.

3. To perform database, network and systems administration and maintenance and set up and manage users, groups and roles.

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

5. To commission, set up and configure computer systems and assist in infrastructure deployment and site preparation.

6. To plan, co-ordinate and perform quality assurance of computer systems.

7. To implement security measures to safeguard IT systems from threats and draw up contingency plans to ensure business continuity in collaboration with all stakeholders.

8. To develop and ensure compliance with ICT standards, guidelines and methodologies.

9. To act as mentor and provide training and guidance to junior staff.
10. 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 Senior Systems Analyst in the roles ascribed to him.

**Note**

Senior Systems Analysts will be required to –

(i) work at either the Central Information Systems Division or in Information Services sections/units of Ministries/Departments; and

(ii) continually upgrade their knowledge to keep pace with new development in ICT technologies and tools for effective and efficient service delivery.

The permanent and pensionable post carries salary in scale Rs 36,575 x 1,200 - 37,775 x 1,500 – 58,775 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.

V. 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](http://psc.gov.mu)

4. On-line application can also be submitted through the government web portal at [http://www.gov.mu](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.**

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, **not later than 3.00 p.m. on Thursday 14 November 2013.**

**Date: 25 October 2013**