Vacancies for Post of ICT Technician/Senior ICT Technician
Ministry of Education and Human Resources,
Tertiary Education and Scientific Research

Applications are invited from qualified officers of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research who wish to be considered for appointment as ICT Technician/Senior ICT Technician in the Ministry.

II. QUALIFICATIONS

A. By selection from among officers in the grade of ICT Support Officer on the establishment of the Ministry who reckon at least three years’ service in a substantive capacity in the grade and who possess a diploma in Information Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) possess good organising, interpersonal and communication skills; and

   (ii) have the ability to work under pressure and in a multi-disciplinary team.

Note

The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training in computer hardware and maintenance for a period of at least six months. On satisfactory completion of the on-the-job training and on being favourably reported upon, they will be considered for appointment as ICT Technician/Senior ICT Technician in a substantive capacity.

III. DUTIES AND SALARY

1. To be responsible to the Manager (ICT) for –

   (i) maintaining, repairing and administering the ICT equipment including all related peripherals;

   (ii) ensuring the proper maintenance and repairs of ICT equipment;
(iii) providing general technical guidance and support to end-users;
(iv) devising appropriate systems of security in relation to hardware and software;
(v) advising on the purchase of spare parts for ICT equipment;
(vi) maintaining and repairing all electrical/electronic teaching aids;
(vii) liaising with suppliers for repairs and/or maintenance of ICT equipment; and
(viii) troubleshooting network problems.

2. 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 ICT Technician/Senior ICT Technician in the roles ascribed to him.

**Note**

ICT Technician/Senior ICT Technicians will be required to work outside normal working hours, as and when required.

The permanent and pensionable post carries salary in scale Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 19,575 a month.

**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 Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

3. This circular 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 on-line 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.

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 Monday 24 April 2017.

Date: 04 April 2017

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