

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 1 OF 2021**

### **Vacancy for Post of Senior Systems Analyst** **Ministry of Information Technology, Communication and Innovation** **(Central Information Systems Division)**

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

#### **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 –

- (i) possess effective communication, interpersonal and organising skills;
- (ii) have strong commitment and leadership qualities; and
- (iii) 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 Analysts, 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 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

**V. MODE OF APPLICATION**

1. Qualified candidates should submit their application electronically *via* the website of the Public Service Commission at the following address: **<http://psc.govmu.org>**
2. Candidates are requested to follow the procedures that can be accessed through the **“How To Apply”** option on the above address.
3. Candidates **should** submit a printed copy of their Application Form, **duly signed**, through the Permanent Secretary, Ministry of Information Technology, Communication and Innovation.
4. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.

6. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)**” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

**VI. CLOSING DATE**

Online Applications should be submitted **not later than 3.00 p.m. (local time) on Monday 15 February 2021.** Applications received after the specified closing date and time will **not** be considered.

**Date: 26 January 2021**

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