

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 79 of 2020

Vacancy for Post of Parliamentary ICT Support Officer
National Assembly

Applications are invited from qualified candidates who wish to be considered for appointment as Parliamentary ICT Support Officer in the National Assembly.

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. Candidates should possess:

- (i) a Cambridge Higher School Certificate or Passes in at least two subjects obtained at one certificate at General Certificate of Education “Advanced Level”; and
- (ii) a Certificate in Information Technology or Computer Studies.

B. Candidates should –

- (i) reckon at least six months practical experience in Computer Operations;
- (ii) be able to install and configure ICT equipment including software; and
- (iii) possess effective communication and interpersonal skills.

OR

Equivalent qualifications to A (i) and A (ii) above acceptable to the Public Service Commission.

NOTE

The Parliamentary ICT Support Officer may be required to follow appropriate courses/undergo training to upgrade his ICT knowledge and skills.

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 (Higher 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. Candidates may be required to sit for a written examination as part of the selection process.
4. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To assist the Parliamentary ICT Officer in his duties and to deputise for him whenever required.
2. To install and configure common PC-related software and provide preventive measures and technical support thereon.
3. To operate computer systems including running of processes, handling of inputs, production of outputs, performing back-ups and keeping records thereof.
4. To comply with and promote applicable security standards in relation to computer systems.
5. To commission IT equipment.
6. To use ICT in the performance of his duties.
7. 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 Parliamentary ICT Support Officer in the roles ascribed to him.

Note

The Parliamentary ICT Support Officer is required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 14,325 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 31,725 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application **electronically** at the following address:
<http://psc.govmu.org>
2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.**
3. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
4. Candidates already in the service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
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. 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**.
7. 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**.
8. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)”** 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.**
9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional 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.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. (local time) on Wednesday 27 January 2021.** Applications received after the specified closing date and time will **not** be considered.

Date: 07 January 2021

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