

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 13 OF 2021**

### **Vacancies for Post of Assistant Systems Analyst/ Senior Assistant 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 Assistant Systems Analyst/Senior Assistant Systems Analyst in the Ministry.

#### **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 Technology, Communication and Innovation;  

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.

#### **NOTE**

**The onus for the submission of 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 Equivalence Certificate, as appropriate, by the closing date.**

### **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 21,000 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 51,575 a month.

#### **IV. 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.**

#### **V. CLOSING DATE**

Online Applications should be submitted **not later than 3.00 p.m. (local time) on Monday 07 June 2021**. Applications received after the specified closing date and time will **not** be considered.

**Date: 18 May 2021**

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