

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 67 OF 2023

Vacancies for Post of Programme Manager, CIB
Ministry of Information Technology, Communication and Innovation
(Central Informatics Bureau)

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

II. QUALIFICATIONS

A. By selection from among –

- (i) officers in the grade of Senior Systems Analyst and Systems Analyst on the establishment of the Central Information Systems Division who possess a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology from a recognised institution and who reckon at least six years' experience in a substantive capacity in the grade or an aggregate of at least six years' in the grades of Senior Systems Analyst and Systems Analyst

AND

- (ii) candidates who possess a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology from a recognised institution and who reckon at least four years' postgraduate experience in the field of IT including two years' involvement in managing IT projects.

OR

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

B. Candidates should –

- (i) possess good communication and management skills; and
- (ii) have the potential to lead and manage a project as well as a team of IT personnel.

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 and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to take part in a written examination.
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.

III. ROLE AND RESPONSIBILITIES

To provide project management services and technical advice to Ministries/Departments.

IV. DUTIES AND SALARY

1. To assist Ministries/Departments in the identification of opportunities for improving effectiveness and efficiency through Information Technology.
2. To provide guidance and consultancy services on the choice of appropriate IT solutions.
3. To prepare specifications and evaluate project proposals in collaboration with end-users.
4. To establish and achieve project deadlines within allocated budget and acceptable levels of quality.
5. To assist in planning, implementation and evaluation of Information Systems.
6. To recommend Information Systems policies, standards and security norms.
7. To manage IT solution providers.
8. To recommend appropriate training for Information Systems personnel and other users.
9. 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 Programme Manager, CIB in the roles ascribed to him.

Note

1. Programme Managers, CIB will be expected to work in close collaboration with one another and may be posted to Ministries/Departments in connection with the implementation of projects.
2. Programme Managers, CIB should maintain on-going awareness of developments in the field of Information Technology.

The permanent and pensionable post carries salary in scale Rs 44,800 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 - 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 a month.

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 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.
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 Technology, Communication and Innovation.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Tuesday 19 September 2023**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 30 August 2023

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