

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 126 OF 2023

Vacancy for Post of IT Technician (on roster)
Rodrigues Regional Assembly
(Information and Communication Technology)

Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as IT Technician (on roster) in the Rodrigues Regional Assembly (Information and Communication Technology).

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should -

- A. possess a diploma in Information Technology or Computer Science or Information Systems or Software Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. (i) reckon at least one year's experience in the maintenance and repairs of IT equipment;
- (ii) possess effective interpersonal and communication skills;
- (iii) be proactive and have the ability to meet tight deadlines; and
- (iv) be highly motivated and have the ability to work in teams.

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 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.

IV. DUTIES AND SALARY

1. To be responsible to the ICT Manager for the performance of the following duties –
 - (i) to install and configure hardware and common PC-related software and provide preventive measures and technical support thereon;
 - (ii) to operate computer systems including running of processes, handling of inputs, production of outputs, performing backups and keeping records thereof;
 - (iii) to comply with and promote applicable security standards in relation to computer systems;
 - (iv) to commission IT equipment;
 - (v) to carry out survey/audit of the technical features of computer equipment;
 - (vi) to troubleshoot computer hardware and software, as and when required;
 - (vii) to maintain, repair and administer the computer system, including all related peripherals;
 - (viii) to provide general technical guidance and support to end-users;
 - (ix) to devise appropriate systems of security in relation to hardware and software;
 - (x) to provide basic user training on computer and software operations, as and when required; and
 - (xi) to document all inventories for software and hardware.
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 IT Technician (on roster) in the roles ascribed to him.

Note

IT Technicians (on roster) are required to work on a roster basis according to a plan specifying the commencing and finishing times of turns of duty which may include night duty or not.

The permanent and pensionable post carries salary in scale Rs 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 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. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
4. 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 Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues, **not later than 15 15 hours (local time) on Thursday 19 October 2023.** Application Forms received after the specified closing date and time will **not** be considered.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 29 September 2023

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.