

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 86 OF 2023

**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

A. By selection from among –

- (i) officers not below the grade of Senior Data Entry Officer who reckon at least two years' service in a substantive capacity in their respective grade; and
- (ii) officers in the Computer Support Cadre who reckon at least two years' service in a substantive capacity in the Cadre.

B. Candidates should –

- (i) possess a diploma in Computer Science or Computer Engineering or Information Systems or Information Technology or Information and Communication Technology or Software Engineering from a recognized institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) possess good interpersonal and communication skills; and
- (iii) 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 take preliminary steps in -
 - (i) setting up and configuration of computer systems and in infrastructure deployment and site preparation; and
 - (ii) performing quality assurance of computer systems.
8. To implement security measures to safeguard IT systems from threats and to ensure business continuity in collaboration with all stakeholders.
9. To ensure compliance with ICT standards, guidelines and methodologies.
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 Assistant Systems Analyst/Senior Assistant Systems Analyst in the roles ascribed to him.

Note

1. Assistant Systems Analyst/Senior Assistant Systems Analysts will be required to work either at the Central Information Systems Division or IT Units of Ministries/Departments.
2. Assistant Systems Analyst/Senior Assistant Systems Analysts may be required to work outside normal working hours.

The permanent and pensionable post carries salary in scale Rs 23,025 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 x 1,650 – 54,200 x 1,700 – 57,600 a month.

IV. 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.**

V. CLOSING DATE

Application Forms should be received by the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Monday 04 December 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 14 November 2023

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