

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 2 OF 2024

Vacancy for Post of Assistant Systems Analyst/ Senior Assistant Systems Analyst Rodrigues Regional Assembly (Information and Communication Technology)

Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Assistant Systems Analyst/Senior Assistant Systems Analyst 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

- A. Candidates should possess a diploma in Computer Science or Software Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess good communication and interpersonal skills; and
 - (ii) have the ability to work in a team.

NOTE

1. **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.**
2. Candidates may be required to take part in a written examination.
3. 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 Systems Analyst in –
 - (i) preparing specific and non-specific requirements for ICT projects;
 - (ii) setting up and configuring computer systems and infrastructure deployment and site preparation;
 - (iii) performing database, network and systems administration and setting up and managing users, groups and roles;
 - (iv) performing quality assurance and evaluating computer system specifications for business requirements; and
 - (v) providing first level technical support on computer hardware and software.
2. To design, develop, maintain, implement and deploy IT systems, and train end-users thereon.
3. To take preventive measures to ensure adequate capacity and availability of storage and computing systems and monitor performance to ensure optimum efficiency.
4. To provide and maintain up-to-date documentation of implemented systems as regard technical, user, procedure and operational manuals.
5. To implement security measures to safeguard IT systems from threats and to ensure business continuity in collaboration with all stakeholders.
6. To monitor performance of application software, operating system and daily and weekly back-up.
7. To design and implement additional queries and reports on existing database.
8. To ensure compliance with ICT standards, guidelines and methodologies.
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 Assistant Systems Analyst/Senior Assistant Systems Analyst in the roles ascribed to him.

Note

Assistant Systems Analyst/Senior Assistant Systems Analysts may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 21,850 x 375 – 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 x 1,650 – 54,200 x 1,700 – 57,600 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 22 February 2024.** 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: 02 February 2024

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