PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 26 OF 2024

Vacancy for Post of Assistant Operations Manager
Ministry of Information Technology, Communication and Innovation
(Central Information Systems Division)

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

II.   QUALIFICATIONS

By selection from among officers in the grades of Data Entry Controller and Computer Operations Controller (on roster) who reckon at least two years' service in a substantive capacity in their respective grade and who possess -

(i)   good initiative and sound judgment;

(ii)   good leadership and organising skills; and

(iii)   good interpersonal and communication skills.

III.   DUTIES AND SALARY

1.   To assist the Operations Manager in planning, coordinating and the execution of all operations/activities in the Central Information Systems Division and the IT Units of Ministries/Departments.

2.   To effect coordination between the different IT Units, plan, organise and schedule staff deployment and workload.

3.   To assist in planning, procurement and approval of orders for computer consumables and stationery required and to manage associated stock.

4.   To monitor performance and training of staff and take measures accordingly.

5.   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 Operations Manager in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 31,525 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 – 52,550 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:-
        https://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** also 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 and 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 help desk of the Public Service Commission may be contacted on the email 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 15 00 hours (*local time*) on Thursday 13 June 2024.** Applications received after the specified closing date and time will **not** be considered.

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

Date: 24 May 2024