

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 35 OF 2024

Vacancies for Post of 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 Systems Analyst in the Ministry.

II. QUALIFICATIONS

- A.** By selection from among officers in the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst who –
- (i) possess a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Information and Communication Technology or Software Engineering or Data Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (ii) reckon at least five years' service in a substantive capacity in the grade.
- B.** Candidates should –
- (i) be able to manage a team of IT officers; and
 - (ii) possess good organising, interpersonal and communication skills.

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 Senior Systems Analyst in the performance of his duties.
2. To assist in performing systems study and analysis and to prepare feasibility reports and functional specifications.

3. To perform database, network and systems administration and to set up and manage users, groups and roles.
4. To design, develop, maintain, implement and deploy IT systems and train end-users thereon.
5. To plan and perform, in conjunction with end-users, acceptance testing of applications developed by software developers and to liaise with external service providers.
6. To take preventive measures to ensure adequate capacity and availability of storage and computing systems, and monitor performance to ensure optimum efficiency.
7. To provide and maintain up-to-date documentation of implemented systems with regard to technical, user, procedure and operational manuals.
8. To set up and configure computer systems and assist in ICT infrastructure deployment and site preparation.
9. To perform quality assurance of computer systems.
10. To implement security measures to safeguard IT systems from threats and ensure business continuity in collaboration with all stakeholders.
11. To ensure compliance with ICT standards, guidelines and methodologies.
12. 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 Systems Analyst in the roles ascribed to him.

Note

1. Systems Analysts will be required to –
 - (i) work at either the Central Information Systems Division or in IT Units of Ministries/Departments; and
 - (ii) continually upgrade their knowledge and skills to keep pace with new development in ICT technologies and tools for effective and efficient service delivery.
2. Systems Analysts may be required to work outside normal working hours.

The permanent and pensionable post carries salary in scale Rs 28,225 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 - 62,700 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 helpdesk of the Public Service Commission may be contacted on the e-mail 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 Wednesday 17 July 2024**. Applications received after the specified closing date and time will **not** be considered.

Date: 27 June 2024

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