GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Information and Communication Technology
(Central Information Systems Division)

Post: Assistant Systems Analyst/Senior Assistant Systems Analyst

Salary: Rs 19,025 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 –
37,775 x 1,500 – 48,275 (04 42 72)

Effective Date: 24 September 2013

Qualifications: I. By selection from among –
(a) officers not below the grade of Senior Data Entry Officer who reckon
at least three years’ service in a substantive capacity in their
respective grade; and

(b) officers in the Computer Support Cadre who reckon at least three
years’ service in a substantive capacity in the Cadre.

II. Candidates should –
(a) (i) have successfully completed the professional training, both
practical and theoretical in systems analysis, database design and
software maintenance, as approved and arranged by the Ministry
of Information and Communication Technology

or

(ii) possess a diploma in Computer Science from a recognised
institution or an equivalent qualification acceptable to the Public
Service Commission;

(b) possess good communication skills; and

(c) have the ability to work in a team.

NOTE
In the absence of qualified serving officers of the Central Information Systems
Division, by selection from among candidates who –
(a) possess a diploma in Computer Science from a recognised institution or an
equivalent qualification acceptable to the Public Service Commission;

(b) possess good communication skills; and

(c) have the ability to work in a team.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
24 September 2013

Date...
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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Duties:

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 assist in setting up and configuration of computer systems and in infrastructure deployment and site preparation.

8. To assist in performing quality assurance of computer systems.

9. To implement security measures to safeguard IT systems from threats and to ensure business continuity in collaboration with all stakeholders.

10. To ensure compliance with ICT standards, guidelines and methodologies.

11. 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 Analysts/Senior Assistant Systems Analysts will be required to work either at the Central Information Systems Division or in Information Services sections/units of Ministries/Departments.

2. Assistant Systems Analysts/Senior Assistant Systems Analysts may be required to work outside normal working hours.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
24 September 2013

Date.................................