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: Senior Systems Analyst

Salary: Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 (04 64 79)

Effective Date: 24 September 2013

Qualifications: By selection from among officers in the grade of Systems Analyst who reckon at
least two years’ service in a substantive capacity in the grade and who –
(i) possess effective communication, interpersonal and organising skills;
(ii) have strong commitment and leadership qualities; and
(iii) have conceptual, analytical and creative skills, including the ability to
identify relevant issues and priorities.

Role and Responsibilities: To be responsible for the effective management of IT units and the smooth running
of computer systems in Ministries/Departments assigned.

Duties:
1. To supervise and monitor the work of Systems Analysts, Assistant Systems Analysts/Senior Assistant Systems Analysts and other subordinate staff under his supervision.

2. To perform systems study and analysis and to prepare feasibility reports and functional specifications.

3. To perform database, network and systems administration and maintenance and set up and manage users, groups and roles.

4. To take preventive measures to ensure adequate capacity and availability of storage and computing systems and monitor performance to ensure optimum efficiency.

5. To commission, set up and configure computer systems and assist in infrastructure deployment and site preparation.

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

Date...
6. To plan, co-ordinate and perform quality assurance of computer systems.

7. To implement security measures to safeguard IT systems from threats and draw up contingency plans to ensure business continuity in collaboration with all stakeholders.

8. To develop and ensure compliance with ICT standards, guidelines and methodologies.

9. To act as mentor and provide training and guidance to junior staff.

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 Senior Systems Analyst in the roles ascribed to him.

Note

Senior Systems Analysts will be required to—

(i) work at either the Central Information Systems Division or in Information Services sections/units of Ministries/Departments; and

(ii) continually upgrade their knowledge to keep pace with new development in ICT technologies and tools for effective and efficient service delivery.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

24 September 2013

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