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: Systems Analyst

Salary: Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775
(04 50 75)

Effective Date: 24 September 2013

Qualifications: I. By selection from among –

A. officers in the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst who reckon at least five years’ service in a substantive capacity in the grade.

AND

B. candidates who –

(i) possess a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or any degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

(ii) reckon at least two years’ experience in systems analysis, database design and operation of multi-user systems.

II. Candidates should –

(i) possess good communication, interpersonal and organising skills; and

(ii) have the ability to manage a team of officers.

Candidates should produce written evidence of experience claimed.

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CERTIFIED CORRECT

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
24 September 2013
Date.........................
Duties:

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.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

24 September 2013

Date
Note

1. 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 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.