GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Information and Communication Technology)

Post: Assistant Systems Analyst/Senior Assistant Systems Analyst

Salary: Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 45,275 (04 39 70)

Effective Date: 23 February 2015

Qualifications:

A.   A diploma in Computer Science or Software Engineering from a recognised institution <u>or</u> an equivalent qualification acceptable to the Public Service Commission.

B.   Candidates should –

(i)   possess good communication and interpersonal skills; and

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

Duties:

1.   To assist the Systems Analyst in –

(i)   preparing specific and non-specific requirements for ICT projects;

(ii)   setting up and configuring computer systems and infrastructure deployment and site preparation;

(iii)   performing database, network and systems administration and setting up and managing users, groups and roles;

(iv)   performing quality assurance and evaluating computer system specifications for business requirements; and

(v)   providing first level technical support on computer hardware and software.

2.   To design, develop, maintain, implement and deploy IT systems, and train end-users thereon.

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

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Ministry of Civil Service and
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23 February 2015

Date...

4. To provide and maintain up-to-date documentation of implemented systems as regard technical, user, procedure and operational manuals.

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

6. To monitor performance of application software, operating system and daily and weekly back-up.

7. To design and implement additional queries and reports on existing database.

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

9. 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.

<u>Note</u>

Assistant Systems Analyst/Senior Assistant Systems Analysts may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

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