

GOVERNMENT OF MAURITIUS

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

- Ministry:** Information Technology, Communication and Innovation
(Central Information Systems Division)
- Post:** Systems Analyst
- Salary:** 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 (04 059 088)
- Effective Date:** 19 April 2024
- 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.

NOTE

In the absence of qualified officers in the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst, by selection from among candidates 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 four years' post-qualification experience in systems analysis, database design and operation of multiuser systems.

Candidates should produce written evidence of experience claimed.

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CERTIFIED CORRECT

B. D. Nundloll

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B. D. Nundloll (Mrs)
for Secretary for Public Service

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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

- B. Candidates should –
- (i) be able to manage a team of IT officers; and
 - (ii) possess good organising, interpersonal and communication skills.

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.

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-3-

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.



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