

GOVERNMENT OF MAURITIUS

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

- Ministry:** Prime Minister's Office (National Disaster Risk Reduction and Management Centre)
- Post:** ICT Specialist (Response)
- 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:** 09 October 2014
- Qualifications:**
- A. A degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least five years' experience in the implementation of programmes and activities relating to Information, Communication and Technology Systems;
 - (ii) have technical knowledge and understanding on the setting up of ICT networks and familiarity with the use of ICT in disaster management;
 - (iii) possess strong analytical skills with a track record of producing high-quality written outputs and presenting them in public setting;
 - (iv) possess strong interpersonal skills with ability to establish and maintain effective working relationships with people of different backgrounds; and
 - (v) be able to work under pressure.

Candidates should produce written evidence of experience/knowledge claimed.

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S. Chandig
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms
 09 October 2014
 Date.....



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Duties:

1. To be responsible to the Director Response for the performance of the following duties –
 - (a) to develop and establish appropriate systems to support timely, co-ordinated and efficient release of emergency alerts, warnings and emergency advice to the public;
 - (b) achieve the objectives of the key performance areas and enablers identified in the National Disaster Risk Reduction and Management Strategic Framework;
 - (c) to identify and incorporate additional specialised functionalities in the design of the information management and communication system for disaster risk management;
 - (d) to develop and implement a uniform approach to the dissemination of early warnings, design and implementation of a clear hierarchy of responsibility, authority and accountability;
 - (e) to provide inputs for the design of appropriate simulation exercises relating to the management of disasters;
 - (f) to work closely with the Information and Communication Manager (Response Team) and the Disaster Monitoring Officer to ensure clarity and integration of messaging and co-ordinate closely with other teams of the Centre to ensure a clear and integrated approach;
 - (g) to maintain a comprehensive database for disasters in Mauritius and the Outer Islands and ensure that all mapping and risk data are available to the public;
 - (h) to establish good working relationship with first responders in order to ensure information flow to the early warning and alert system;

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S. Choudry
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*for Senior Chief Executive
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- (i) to promote best practices for emergency preparedness within the telecommunications and ICT industry;
 - (j) to encourage co-operation and information sharing, and raise understanding by establishing working relationships with public and private agencies and relevant external organisations; and
 - (k) to liaise with relevant stakeholders in the ICT field to ensure fit-for-purpose system, subject to periodic review and update as required.
2. 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 ICT Specialist (Response) in the roles ascribed to him.

Note

The ICT Specialist (Response) will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and other natural calamities and emergencies.



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S. Chand
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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

09 October 2014

Date.....