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GOVERNMENT OF MAURITIUS

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

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Ministry: Information Technology, Communication and Innovation
(Central Information Systems Division)

Post: Assistant Systems Analyst/Senior Assistant Systems Analyst

Salary: Rs 23,025 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 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 –
57,600 (04 050 085)

Effective Date: 03 July 2023

Qualifications: A.   By selection from among –

    (i)   officers not below the grade of Senior Data Entry Officer who reckon at least two years' service in a substantive capacity in their respective grade; and

    (ii)   officers in the Computer Support Cadre who reckon at least two years' service in a substantive capacity in the Cadre.

  B.   Candidates should –

    (i)   possess a diploma in Computer Science or Computer Engineering or Information Systems or Information Technology or Information and Communication Technology or Software Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

    (ii)   possess good interpersonal and communication skills; and

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

NOTE

In the absence of qualified serving officers of the Central Information Systems Division, by selection from among candidates who –

(i)   possess a diploma in Computer Science or Computer Engineering or Information Systems or Information Technology or Information and Communication Technology or Software Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

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for Secretary for Public Service

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(ii) reckon two years' post-qualification experience in Information and Communication Technology, Systems Analysis and Design, Database Network and Systems Administration and Software development;

(iii) possess good interpersonal and communication skills; and

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

Duties:

1. To assist the Systems Analyst and Senior Systems Analyst in the performance of their duties.

2. To perform database, network and systems administration and to set up and manage users, groups and roles.

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

4. To assist end-users in performing acceptance testing of applications developed by software developers and liaise with external service providers.

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

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

7. To take preliminary steps in –

   (i) setting up and configuration of computer systems and in infrastructure deployment and site preparation; and

   (ii) performing quality assurance of computer systems.

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

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

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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 Assistant Systems Analyst/Senior Assistant Systems Analyst in the roles ascribed to him.

<u>Note</u>

1. Assistant Systems Analyst/Senior Assistant Systems Analysts will be required to work either at the Central Information Systems Division or IT Units of Ministries/Departments.

2. Assistant Systems Analyst/Senior Assistant Systems Analysts may be required to work outside normal working hours.

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