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: 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: 16 January 2014

Qualifications:

A.   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 <u>or</u> an equivalent qualification acceptable to the Public Service Commission.

B.   Candidates should –

(i)   have at least two years' experience in systems analysis, database design and operation of multi-user systems;

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

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

Candidates should produce written evidence of experience claimed.

Duties:

1.   To assist the ICT Manager in –

(i)   preparing functional and technical specifications for computer systems and performing technical evaluations;

(ii)   designing, developing and maintaining website and intranet;

(iii)   performing hardware maintenance and repairs;

(iv)   providing end-user training and support; and

(v)   performing systems studies and analysis and preparing feasibility reports.

2.   To perform database, network and system administration.

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3.   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 liaise with external service providers.

6.   To take preventive measures to ensure adequate capacity, 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 infrastructure deployment 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.

11.   To develop and ensure compliance with 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.

Note

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

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