LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 57 OF 2024

VACANCY FOR THE POST OF ASSISTANT IT OFFICER

LOCAL GOVERNMENT SERVICE

(Details of this advertisement are also available at http://lgsc.govmu.org)

Applications are invited from qualified serving officers of the Local Government Service who wish to be considered for appointment as **Assistant IT Officer** in the Local Government service.

The permanent and pensionable post carries salary in the scale of Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 21850 a month.

2.   QUALIFICATIONS:

By selection from among officers in the grade of Database Supervisor (Personal) in the Local Authorities who: -

A. possess a Diploma in Computer Science or Information Technology or Computer Engineering or Information Systems or an equivalent qualification acceptable to the Local Government Service Commission; and

B. reckon at least 2 years' experience in the field of IT.

NOTE:

1. *The onus for the submission of written evidence of knowledge/experience claimed and equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge/experience claimed and Equivalence Certificate, as appropriate, <u>by the closing date</u>.*

2. *Candidates should enclose photocopies of their National Identity Card and academic/professional/technical qualifications.*

3. *Candidates are informed that they may be outposted to any Sub Office of the Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

3. **DUTIES:**

1. To assist the IT Officer/Systems Administrator in performing database, network and systems administration.

2. To monitor, maintain and enhance existing applications and train end-users thereon.

3. To provide and maintain up-to-date documentation of implemented systems regarding technical, user, procedure and operation manual.

4. To work on the console and to be responsible for booting and shutdown of the Computer System.

5. To perform all back up activity and keep a proper record for back ups.

6. To load and unload peripherals and supervise their proper functioning.

7. To update website and electronic outdoor display.

8. To assist the IT Officer/System Administrator in preparing specification and acquisition of hardware and software.

9. To follow up on the hardware installations and hardware maintenance and trouble-shooting on the installation in the event of a system failure.

10. To record hardware problems and arrange for subsequent intervention by maintenance team.

11. To follow the performance of the software and to ensure that proper updating is made.

12. To monitor the communication of the Computer System with other computer installations.

13. To interact with users/sections/departments in the receipt of computer inputs and delivery of outputs and the smooth transfer of data.

14. To perform minor routine maintenance on peripherals, e.g. cleaning of diskette drive, printers, etc.

15. To ensure a smooth working environment and physical security of computers.

16. 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 IT Officer in the roles ascribed to him.

4. **MODE OF APPLICATION:**

(i) Candidates should submit their applications on LGSC Form 7a which may be obtained either from the Office of the Local Government Service Commission, Louis Pasteur Street, Forest Side <u>or</u> from any Local Authority.

  Note: Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the website of the Local Government Service Commission at the following address: <u>http://lgsc.govmu.org</u>

(ii) Candidates should submit their applications <u>in duplicate</u>, the original should be sent directly to the Secretary of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission <u>within a week after the closing date</u>.

(iii) Candidates are advised to read carefully the **'NOTES AND INSTRUCTIONS TO CANDIDATES'** before filling in the application form.

(iv) The envelope should be clearly marked on the top left-hand corner :-

**"Post of Assistant IT Officer,
Local Government Service"**

5. **CLOSING DATE:**

Qualified candidates should submit their applications to the Secretary, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him not later **than 3.00 pm on Wednesday 31 July 2024.**

IMPORTANT

(i)   Qualifications/equivalence of qualifications obtained <u>after</u> the closing date will <u>not</u> be accepted. Only qualified persons should apply.

(ii)   Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.

(iii)   Applications <u>not</u> made on the prescribed form will <u>not</u> be considered.

(iv)   *Applications received <u>after</u> the closing date and time will <u>not</u> be accepted. The onus for the prompt submission of applications so that they reach the Secretary of the Commission in time lies solely on applicants.*

(v)   *The Commission reserves the right:*

   (a)   *<u>not</u> to make any appointment following this advertisement; and*

   (b)   *to convene only the best qualified candidates for interview.*

Local Government Service Commission
Louis Pasteur Street
<u>FOREST SIDE</u>

<u>Date: 18 July 2024</u>