

LOCAL GOVERNMENT SERVICE COMMISSION

VACANCY FOR THE POST OF IT OFFICER/SYSTEMS ADMINISTRATOR IN THE LOCAL GOVERNMENT SERVICE

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

Applications are invited from qualified candidates who wish to be considered for appointment as **IT Officer/Systems Administrator** in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 26300 a month.

2. **Age Limit:**

Candidates should have reached their **18th** birthday and, unless already in the Local Government Service/Public Service/Approved Service should not have reached their **40th** birthday by the closing date for the submission of applications.

3. **Qualifications:**

A. Candidates should possess a Degree in Computer Science or Computer Engineering or Information Systems or Information Technology.

Or

An equivalent qualification acceptable to the Local Government Service Commission.

B. Candidates should reckon at least 3 years' post qualification experience in the field of Information Technology, including database/systems/network administration.

NOTE:

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

2. **Candidates are not required to enclose photocopies of their National Identity Card, Academic/Technical qualifications when submitting their application forms but these should be available and produced when convened for a Verification of Documents/Interview. However, they should submit documentary evidence of their post qualification experience in the field of Information Technology.**
3. **Candidates may be requested to submit a Certificate of Character.**
4. **Candidates are informed that they may be outposted to any sub office of the Local Authority.**

4. **Role and Responsibilities:**

To be responsible to the Chief Executive for:

- (a) the management of the Information Systems of the Council; and
- (b) the physical and logical/Logistics security aspects of the Information Systems.

5. **Duties:**

1. To be responsible for: -
 - (a) the day-to-day running of the IT Section and the coordination of all activities with other department/sections;
 - (b) the database, system and network administration and management.
 - (c) the Control and management of the Council's website; and
 - (d) the provision of appropriate training to employees of the Council.
2. To assess the hardware and software requirements of the Council;
3. To liaise with consulting firms dealing with the Computer system of the Council;
4. To prepare specifications for acquisition of hardware and software and analyse and evaluate proposals from suppliers;
5. To perform database and systems administration as well as network administration and management;
6. To administer and track problems on databases and servers;
7. To conduct analysis of user needs for development of application software;

8. To perform quality assurance on computer systems;
9. To provide expert technical guidance and advice regarding management of data networks, desktop, database and network technologies;
10. To identify IT training needs, co-ordinate training activities as well as provide training;
11. To supervise officers working in the IT section;
12. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from IT Officer/Systems Administrator in the roles ascribed to him.

6. **Mode of Application:**

(i) Qualified candidates should submit their applications:

(a) **either**

on LGSC Form 7a which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

(b) **or**

online through the website of the Local Government Service Commission at **<http://lgsc.govmu.org>** or through the Government Citizen Portal at **<http://citizen.govmu.org>**;

Note 1: 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 above mentioned address.

Note 2: Prospective candidates willing to submit their applications online may also call on weekdays **either** at the seat of the Local Government Service Commission from 1.00 pm to 3.00 pm **or** at any Local Authority during the prescribed hours where such facilities are offered free of charge.

(ii) Candidates are encouraged to submit their applications online.

(iii) Candidates already in the Local Government Service should submit their applications in duplicate, 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 within a week after the closing date.

- (iv) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.
- (v) The envelope should be clearly marked on the top left-hand corner :-

**“Post of IT Officer/Systems Administrator-
Local Government Service”**

7. 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 Tuesday 9 April 2019**

IMPORTANT

- (i) **Qualifications and equivalence of qualifications obtained after the closing date will not 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 not made on the prescribed form will not be considered.***
- (iv) **Applications received after the closing date and time will not 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) **not 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
FOREST SIDE**

Date: 27 March 2019