MAURITIUS SOCIETY FOR ANIMAL WELFARE
(MSAW)

NOTICE OF VACANCY

1 - Post: INFORMATION TECHNOLOGY OFFICER—(CONTRACTUAL BASIS)

Qualifications and Experience:

A. Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level"

B. A degree in Computer Science from a recognized institution.

C. Post qualification experience in Information Technology.

OR

Equivalent qualifications to A, B and C above acceptable to the Council.

Salary: Negotiable and will be commensurate with qualifications, experience and skills.

Duration: One year on a contractual basis (Renewable)

Mode of Application

Applications should be submitted on the prescribed application form obtainable at the MSAW Headquarters, Moka Road, Rose-Hill and downloaded from the MSAW website: www.msaw-mu.org

Additional information regarding duties are available on the MSAW website: www.msaw-mu.org and at the MSAW Headquarters, Moka Road, Rose Hill.

Applicants should state their residential address on the prescribed form. The completed application form together with a detailed Curriculum Vitae along with photocopies of Birth and Educational Certificates, National Identity Card, Certificate of Character and written evidence of experience and proof of address should be submitted to:

The Director
Mauritius Society for Animal Welfare
Moka Road, Rose Hill
P.O. Box 128

The post applied for should be clearly marked on the top left-hand corner of the envelope.

Closing Date

The closing date for submission of the application is Friday 15 September 2023 not later than 15.00 hrs.
Applications received after the above date and time will not be considered

Note:

1. Application bearing the postal address of another person will neither be acknowledged nor taken into consideration.
2. Applications not made on the prescribed form will not be considered.
3. Only the best candidates will be convened for interview.
4. The MSAW reserves the right not to make any appointment following this advertisement.

Date: 28 August 2023.
SCHEME OF SERVICE

Post: Information Technology Officer (Full-Time Contractual Basis)

Salary Scale: Negotiable and will be commensurate with qualifications and experience.

Report: Director/Administrative Manager

Qualifications:
A. Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".
B. A degree in Computer Science from a recognized institution.
C. Post qualification experience in Information Technology.

OR

Equivalent qualifications to A, B and C above acceptable to the Board.

Note
Qualification at A above should have been obtained prior to qualification at B above.
Candidates should produce written evidence of experience claimed.

Duties:
1. To prepare, update and implement Information Technology plans;
2. To set up and configure all computer systems;
3. To co-ordinate and manage computer projects;
4. To monitor, maintain and enhance existing IT applications;
5. To develop and implement new IT applications;
6. To prepare and appraise tenders for hardware/software acquisitions/services;
7. To advise management on Information Technology matters and/ policies;
8. To test, validate and accept applications developed by software developers and liaise with service providers;
9. To set up and enforce security procedures to protect the confidentiality of information;
10. To ensure proper maintenance of computers;
11. To train end-users;
12. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Information Technology Officer in the roles ascribed to him/her.