



Tourism Authority

VACANCIES

1. BACKGROUND

The Tourism Authority is a corporate body set up by the Tourism Authority Act 2006 to license, regulate and supervise activities related to the tourism and hospitality industry in Mauritius. Applications are invited from qualified candidates for the following posts on the Permanent and Pensionable Establishment at the Tourism Authority.

- i. Manager, IT
- ii. IT Officer
- iii. IT Technician

2. AGE LIMIT:

Candidates unless already in the service should not have reached their 40th birthday by the closing date for the submission of applications for the above posts.

3. POSTS

A. MANAGER, IT

I. QUALIFICATION:

A: A degree in Computer Science or Computer Engineering or Information Systems or Information Technology from a recognised institution or an equivalent qualification acceptable to the Board.

B: Candidates should -

- (i) reckon at least 5 years' post-qualification experience in the field of Information and Communication Technology;
- (ii) possess good communication, interpersonal and organising skills;
- (iii) have strong commitment and leadership qualities;
- (iv) have the ability to exercise initiative and sound judgement;
- (v) be fully conversant with new technologies and innovation in ICT for constant change and improvement in the level and quality of services offered by the Authority; and
- (vi) be capable to work under pressure and meet tight deadlines

Candidates should produce written evidence of experience claimed

II. ROLE AND RESPONSIBILITIES:

To lead the IT Unit of the Tourism Authority and be responsible for the timely delivery and cost effective ICT operational support to all tourism stakeholders.

III. DUTIES:

1. To be responsible to the Director for -
 - (i) all IT matters including technical support, application development/ maintenance

- activities;
- (ii) the database/network administration and management;
 - (iii) the Tourism Authority's website; and
 - (iv) the management of the computer system including the security aspects.
2. To advise Management on strategic IT related matters.
 3. To assess and advise Management on the hardware and software requirements of the Authority and provide technical assistance on equipment evaluation, selection and installation.
 4. To effect co-ordination between the different functions and plan, organise, schedule and monitor staff postings, assignments and workloads including training and supervision of Officers working on IT system.
 5. To supervise the day-to-day running of the IT section.
 6. To lead IT development projects which include among others -
 - (i) computerisation of processes for applications and licensing which will include an online application system for e-payment and e-licensing and computerisation of support units; and
 - (ii) implementation of a proper internal and external data communication system (internet/intranet/e-mail)
 7. To perform such other duties related to the main duties listed above or related to the delivery of the output and results expected from the Manager, IT in the roles ascribed to him.

Note:

The Manager, IT will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays, as and when required.

IV. SALARY:

Selected candidate will be appointed in a temporary capacity in the first instance and will draw a flat salary of Rs 38,350 a month plus salary compensation at approved rate.

The permanent and pensionable post carries salary in scale Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

B. IT OFFICER

I. QUALIFICATION:

A: A degree in Computer Science or Computer Engineering or Information Systems or Information Technology from a recognised institution or an equivalent qualification acceptable to the Board

B. Candidates should -

- (i) reckon at least one year's post-qualification experience in the field of Information and Communication Technology;
- (ii) possess good communication, interpersonal and organising skills; and
- (iii) have the ability to exercise initiative and sound judgement.

Candidates should produce written evidence of experience claimed

II. DUTIES:

1. To be responsible to the Manager IT for –
 - a) the smooth running of the LAN; and
 - b) the maintenance and repairs of the server(s) of the Authority.
2. To assist in the management of the computer systems including the security aspects.
3. To assist in database/network administration and management.
4. To assist in the preparation of the specifications for acquisition of hardware and software and analyse and evaluate proposals from suppliers.
5. To assist in providing appropriate training and supervising officers working on the system.
6. To assist in the day-to-day running of the IT Section.
7. To perform back-up and recovery as and when required.
8. To update and improve the Authority's Website in line with public expectations and development trends.
9. To perform such other duties related to the main duties listed above or related to the delivery of the output and results expected from the IT Officer in the roles ascribed to him

Note:

The IT Officer will be required to work outside normal working hours including Saturdays, Sunday and Public Holidays, as and when required.

III. SALARY:

Selected candidate will be appointed in a temporary capacity in the first instance and will draw a flat salary of Rs 26,300 a month plus salary compensation at approved rate.

The permanent and pensionable post carries salary in scale Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

C. IT TECHNICIAN

I. QUALIFICATION:

- A. A diploma in Information and Communication Technology or Computer Science from a recognised institution or an equivalent qualification acceptable to the Board.
- B. Candidates should-
 - (i) reckon at least two years' post-qualification experience in the field of Information and Communication technology;
 - (i) be able to work in a team and have good communication skills; and
 - (iii) have a good attitude towards work.

Candidates should produce written evidence of experience claimed

II. DUTIES:

1. To be responsible for-
 - (a) computer/data processing work/troubleshooting activities;

- (b) maintenance and repairs of the peripherals of the Authority;
 - (c) liaising with suppliers for repairs and/or maintenance of the computer equipment of the Authority; and
 - (d) setting up IT logistics for seminars, workshops and any other events.
2. To assist the Manager IT -
 - (i) in developing, protecting and maintaining an effective computerised information system for the development of online applications and payment; and
 - (ii) in developing software, databases and websites.
 3. To assist staff in all matters relating to software applications and in resolving effectively all problems that may arise out of technical defaults and/or staff misunderstanding/ignorance of the system.
 4. To perform research-related activities.
 5. To keep the server room, tidy and in proper working conditions at all times through proper servicing, maintenance and checks.
 6. To perform such other duties related to the main duties listed above or related to the delivery of the output and results expected from the IT Technician in the roles ascribed to him.

Note:

The IT Technician will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays, as and when required.

III. SALARY:

Selected candidate will be appointed in a temporary capacity in the first instance and will draw a flat salary of Rs 19,575 a month plus salary compensation at approved rate.

The permanent and pensionable post carries salary in scale Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37, 125 x 1,225 – 40,800 x 1,525 – 42,325 a month.

4. MODE OF APPLICATION:

1. The candidates should submit their application on the Application Form which may be obtained either at the Reception Counter of the Tourism Authority, 1st Floor, Victoria House, Cnr St Louis and Barracks Street, Port Louis or can be downloaded from the website of the Tourism Authority. The duly filled in application form, accompanied by photocopies of certificates, testimonials and the National Identity Card, should reach the Director, Tourism Authority at the below mentioned address.

Candidates should mention clearly the post applied for on the top left hand corner of the envelope.

2. Care should be taken to fill in the application form correctly. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.

5. NOTE:

- i. The Authority reserves the right to convene only the best qualified candidates for interview.
- ii. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests solely on the candidates. Applications will not be considered failing the non-

submission of Equivalence Certificate, as appropriate, by the closing date.
iii. The Authority reserves the right not to make any appointment as a result of this advertisement.

6. CLOSING DATE:

Applications should reach the Director, Tourism Authority, Level 2, Victoria House, Corner St. Louis & Barracks Streets, Port Louis, not later than 3.00 p.m. on 26 April 2017.

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