

INFORMATION and COMMUNICATION TECHNOLOGIES AUTHORITY



NOTICE OF VACANCIES

Doc REF: ICTA/VAC/Aug 17/01

Applications are invited from suitably qualified candidates for the following posts:

1. Manager Engineering

Qualifications:

- An undergraduate degree in Electronic/Telecom Engineering or equivalent from a recognised institution.
- A Master's degree in Engineering with specialization in either electronics and/or telecommunications from a recognised institution.
- Candidates should be registered as Professional Engineer with the Council of Registered Professional Engineers of Mauritius or equivalent.
- Minimum of five years' experience in areas of Telecom operations/Regulation.
- Should be computer literate.

Duties and Responsibilities

1. Report to the Executive Director through the Director of Engineering.
2. Assist the Director Engineering in strategising departmental plans.
3. Coordinate day to day activities of the department.
4. Organise, monitor and supervise work of the Engineer/Licensing officers.
5. Prepare reports on status of licenses on monthly basis.
6. Arrange for inspection and radio monitoring exercises.
7. Assist the Director Engineering in Spectrum and Numbering Plans Management.
8. Work in collaboration with other units in the Authority in order to ensure that licence fees are collected from operators and licensees in a timely manner and, where necessary, institute action to recover unpaid fees and bad debts.
9. Participate in Research projects of the Authority.

10. Perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them.

The post is permanent and pensionable and carries a flat salary of Rs 93,000.

2. Engineer /Licensing Officer

Qualifications:

- An undergraduate degree in the field of Electronic/Communication /Telecom Engineering, from a recognised university,
- Candidates should be registered as Professional Engineer with the Council of Registered Professional Engineers of Mauritius or equivalent.
- Experience in the field of telecom operations/regulation is desirable.
- Should be computer literate.

Duties and Responsibilities

1. Work under supervision of Manager, Engineering Department in areas such as:
 - Radiocommunication licensing
 - Frequency planning
 - Radio Frequency monitoring
 - On site inspection of Radio and Telecommunication system
 - Electro Magnetic Field (EMF) measurement
 - Processing of Type Approval Applications
 - Numbering systems management
 - Quality of Service Management
2. 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 incumbents in the roles ascribed to them.

*The post is permanent and pensionable and carries a salary scale of Rs 42,100 x 1,500 – 57,100 QB
58,600 x 1,500 – 61,600 x 1,800 – 70,600 x 2,400 - 75,400.*

3. Legal Officer

Qualifications:

- Holder of LLB or any other equivalent qualification from a recognised institution.
- At least 3 years working experience in legal environment.
- Should be computer literate.
- Exposure to an ICT regulatory environment is desirable.

Duties and Responsibilities

1. Report to the Executive Director through the Manager Service Regulation and Legal Affairs.
2. Act as the interface between the Department of Service Regulation and Legal Affairs and the other departments for all legal related matters.
3. Assist in day to day legal and regulatory matters and attend Court/Tribunal.
4. Liaise with legal advisor(s) for all related work.
5. Maintain an up-to-date list of all cases fixed before any Court or Tribunal.
6. Work in collaboration with Finance Department to institute action to recover unpaid fees and bad debts.
7. 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 incumbents in the roles ascribed to them.

The post is permanent and pensionable and carries a salary scale of Rs 38,200 x 1,200 – 40,600 x 1,500 – 54,100 QB 58,600 x 1,500 – 61,600 x 1,800 - 70,600 x 24,00 – 75,400

4. Accounts Clerk

Qualifications:

- Diploma in Financial Management and /or Accounting from a recognised institution **or**
- A pass at level I of the ACCA examination **or**
- Any alternative qualification acceptable to the Authority.
- Should be computer literate.

Duties and responsibilities

1. Report to the Senior Accountant.
2. To ensure that all financial transactions of the Authority/Department are properly accounted for in accordance with the basic principles of the financial management.
3. To ensure the correct financing of department policy with all safeguards against waste and loss.
4. Adherence to the principles, procedures and practices of the Financial Management Manual and departmental instructions as approved by the ICT Authority and/or Ministry of Finance and Economic Development.
5. To maintain a proper system of accounts and to guard against irregularity and fraud.
6. To assist in the preparation and monitoring of Estimates and Financial Statements.
7. To keep proper, complete and up-to-date records of all financial transactions.
8. To provide assistance in the processing of audit queries related to financial issues.
9. To ensure timely collection of revenue due to the Authority against targets and standard set by Management.
10. To make use of Information Technology tools in the performance of duties, e.g to input data and to extract financial report for management of information.
11. To be responsible for cash office and perform associated duties including bank deposits.
12. To perform such other duties directly related to the Finance Department or related to the delivery of the output and results expected from Accounts Clerks in the roles ascribed to them.

The post is permanent and pensionable and carries a salary scale of Rs 23,250 x 750 – 30,000 x 1,000 – 37,000 x 1,200 – 40,600 x 1,500 – 43,600.

DEADLINE FOR APPLICATION:

Friday 22nd September 2017 at 16:00 hrs.

Application form duly filled-in, together with full Curriculum Vitae and supporting documents must be sent to:

**The HR Manager
Information and Communication Technologies Authority
The Celicourt Building
6, Celicourt Antelme Street
Port Louis
11302
Mauritius**

Envelopes should be clearly marked the post applied for on the top left hand corner.
Applications can also be sent by email to mrakha@icta.mu

Only the best qualified candidates will be called for interview.

The Authority reserves the right neither to proceed with any appointment following this advertisement, nor to assign any reason whatsoever for its decision.

The ICT Authority is an equal opportunity employer.

31st August 2017