

INFORMATION and COMMUNICATION TECHNOLOGIES AUTHORITY



NOTICE OF VACANCIES

Doc REF: ICTA/VAC/Apr 11-EXT/01

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

1. Engineer/Licensing Officer

Qualifications:

- An undergraduate degree in the field of Electronic/Communication /Telecom Engineering, from a recognised university, registrable with the council of registered professional engineers of Mauritius or equivalent.
- Engineers registered with the Council of Registered Professional Engineers of Mauritius or equivalent will have a definite advantage.

Duties and Responsibilities

1. Report to the Executive Director through the Head of the Department of Engineering
2. Work under supervision of Director/Manager of Engineering department in areas of:
 - Telecommunication licensing
 - Frequency allocation
 - Radio Frequency monitoring
 - On site inspection of Radio and Telecommunication system
 - Link budget analysis
 - Telecommunication standards
 - Numbering systems management
 - Quality of Service Management
3. 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.

2. HR Assistant

Qualifications:

- Higher School Certificate with passes in not less than two subjects at Principal Level obtained at one and same sitting.
- Holder of a diploma in Human Resource Management or an equivalent qualification acceptable to the Authority.
- Previous experience in a related field will be an added advantage.
- Should be computer literate.

Duties and Responsibilities

1. Report to the Executive Director through the Head of the Department of Finance and Administration.
2. Ensure that HR policies, rules and regulations and procedures are properly and consistently applied so that all employees are treated fairly and equitably.
3. Ensure all Schemes of duties are updated on a regular basis.
4. Ensure up to date personnel records of all employees, including record on leave, late arrival, early departure among others and classify/retrieve documents as required.
5. Monitor the Movement Book for all staff.
6. Assist in promotion of staff welfare and a healthy and safe working environment.
7. 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.

3. Internal Controller

Qualifications:

- Recognised professional qualification in either accounting, business administration, finance or auditing, or any other qualification acceptable to the Authority.
- Considerable technical knowledge of accounting and auditing techniques and procedures, terminology, operating methods and procedures.
- Experience with Computer Assisted Audit Tools and Techniques.
- Working knowledge and skills in IT auditing, contract auditing and fraud investigation and the relevant audit standards.

Duties and Responsibilities

1. Implement procedures and instructions.
2. Ensure compliance with legislations, regulations, procedures and terms of contract.
3. Carry out effectively activities and operations with due regard to existing budgetary provisions.
4. Prevent and detect fraud and error.
5. Identify, record and safeguard properly the Authority's resources and assets.
6. Perform work involving testing, evaluating and reporting the adequacy of internal accounting and administrative controls within the Authority.
7. Review prior audits and other special reports in preparation for audit assignments.
8. Prepare comparative schedules, reports and analyses of audited operations.
9. 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.

4. Legal Assistant

Qualifications:

- Higher School Certificate with passes in not less than two subjects at Principal Level obtained at one and same sitting.
- Holder of a Diploma in Law, Law and Management, DEUG or any other equivalent from a recognised institution.
- Previous experience and exposure to an information and communication related environment will be an added advantage.
- Should be computer literate.

Duties and Responsibilities

1. Report to the Executive Director through the Head of Department of Service Regulation and Legal Affairs.
2. Liaise with the legal advisor(s) for all related work.
3. Work in collaboration with other departments and units of the Authority in order to ensure that license fees are collected from operators and licensees in a timely manner and, where necessary, institute action to recover unpaid fees and bad debts.
4. 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.

5. IT & Systems Administrator (Contract)

Qualifications:

- Minimum of a diploma in Information Technology, or related field from a recognised institution or any other qualification acceptable to the Authority.
- Candidates with relevant experience will have a definite advantage.

Duties and Responsibilities

1. Report to the Executive Director through the Head of Department of IT.
2. Troubleshoot hardware and software systems at the Authority.
3. Maintain and Administrate the Authority's LAN.
4. Attend to IT issues of the Authority.
5. Update and redesign the Authority's website as and when required.
6. 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.

6. Universal Service Fund(USF) Project Coordinator (Contract)

Qualifications:

- Candidates should have a minimum of an undergraduate degree in the field of International Finance or Economics from a recognised University ,or,
- Any other alternative qualification(s) acceptable to the Authority.

Duties and Responsibilities

1. Report to the Executive Director through the Head of Department of Finance and Administration.
2. Assist in the conduct of market research in order to identify potential projects to be financed under the USF.
3. Assist in the evaluation of project proposals from licensees.
4. Follow up of projects implementation.
5. Prepare reports on projects under the USF.
6. Assist in the conduct of audit of projects.
7. 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.

Remuneration

An attractive package commensurate with qualifications and experience will be offered to the right candidates in line with the existing Grading and Salary structure.

Mode of Application and Closing Date

Application with photocopies of all qualifications should be submitted to the *Executive Director, Information and Communication Technologies Authority, 12th Floor, the Celicourt, 6 Sir Celicourt Antelme Street, Port Louis, by 16.00 hrs on 28 April 2011 at latest.*

Envelopes should be clearly marked the post applied for on the top left hand corner.

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.

14 April 2011