

# INFORMATION and COMMUNICATION TECHNOLOGIES AUTHORITY



## NOTICE OF VACANCIES

**Doc REF: ICTA/VAC/Feb09/01**

*Applications are invited from suitably qualified candidates for the following positions:*

### **A. Director of Information Technology**

#### **Qualifications:**

- A Bachelor degree in Computer Science, Electronic Engineering, or equivalent
- A Post Graduate degree in Computer Science/Engineering, or equivalent
- Minimum of 5 years experience in the field of Information Systems/Engineering, or equivalent at senior management level, preferably in a regulatory environment
- Fully conversant with the workings of international organizations such as ITU, ICANN, WIPO, IETF, ISOC
- Fully conversant with the procedures for dispute resolution at international level for Internet related issues, and the workings of Internet registries, administration and the DNS
- Fully conversant with regulatory issues related to Internet Governance

#### **Duties and Responsibilities**

1. Head the Department of IT
2. Set appropriate IT strategies to achieve the Corporate goal of the Authority
3. Advise the Authority on IT policy matters related to, *inter alia*, the regulation of the IT sector in Mauritius, Domain Name Administration, Internet Governance, Information Security and Public Key Infrastructure, in line with the statutory objects and functions of the Authority and implement decisions of the Authority accordingly
4. Participate in the coordination and enforcement of national cyber and information security programs
5. Plan the procurement of IT systems for the Authority
6. Implement security enhancement initiatives at the Authority
7. Participate actively in on-going research projects conducted at the Authority
8. Perform such other cognate duties as may be assigned

## **B. Board Secretary**

### **Qualifications:**

- A Post A-level qualification in either Law, Finance or Economics from a recognised institution
- Should have good writing skills in English and French and be computer literate
- Should be familiar with Board matters and have good understanding of the Code of Corporate Governance for Mauritius
- Minimum of 2 years working experience at a Board Secretary level, or equivalent
- Membership in the ICSA desirable

### **Duties and Responsibilities**

1. To guide the ICT Board on its duties and responsibilities
2. To inform the ICT Board about all relevant legislations, regulations, listing rule obligations and corporate governance requirements, and ensure that the Authority complies with all relevant statutory and regulatory requirements
3. To be responsible for the compilation of Board papers and for filtering them to ensure compliance with the required standards of good governance
4. To take notes at Board meetings and be responsible for the compilation of Board Resolutions and Decisions and ensure confidentiality of same.

To perform such cognate duties as may be assigned.

## **C. Manager - Communications & Consumer Affairs**

### **Qualifications:**

- Holder of an undergraduate degree and postgraduate degree in Communications, or equivalent
- Minimum of two years of post qualification relevant experience
- A sound knowledge of ICT
- Familiar with consumer issues in relation to ICT matters
- High proficiency in written and spoken English and French

### **Duties and Responsibilities**

1. Assist the Director in strategising communication plans for the Authority.
2. Responsible for preparation of information briefs and issue of press releases in French and/or English

3. Provide assistance in optimally using the Authority's website and other electronic media to further the image of the Authority
4. Attend to consumer issues and collaborate with other departments in relation thereto
5. Perform other cognate duties as may be assigned

## **D. Manager - Engineering**

### **Qualifications:**

- Holder of an undergraduate degree in Electronic/Telecom Engineering or equivalent,
- A Master's degree in Telecoms or any equivalent specialised area
- Registration, either in process or completed, with the Council of Professional Engineers of Mauritius or equivalent
- Minimum of two years of post qualification experience in areas of Telecom operations/Regulation

### **Duties and Responsibilities**

1. Assist the Director in strategising departmental plans in Telecom and Radiocom.
2. Coordinate day to day activities of the department
3. Organise, monitor and control work of the Engineer/Licensing officers
4. Prepare reports on status of licenses on monthly basis
5. Arrange for inspection and radio monitoring exercises
6. Assist the Director in Spectrum and Numbering plans Management for Mauritius
7. 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
8. Participate in Research projects of the Authority
9. Perform any other cognate duties as may be assigned

## **E. Manager - Economics and Research**

### **Qualifications:**

- Undergraduate degree in the field of Economics or Statistics from a recognised university
- Postgraduate degree in Economics or equivalent
- Minimum of 2 years post qualification experience in the field of Telecom regulation and/or Economic Research

### **Duties and Responsibilities**

1. Assist the Director in strategising on matters related to economic regulation
2. Conduct market research in the area of ICT
3. Assist the Director in preparing working and discussion papers based on research and survey findings
4. Prepare database(s) for the Costing/Tariffs/Financial aspect of the ICT sector
5. Prepare reports on the trends of the ICT sector locally and internationally
6. Support regulatory research in the ICT sector through liaison with other bodies (local and international)
7. Perform any other cognate duties as may be assigned

### **F. 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 efficiently 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 cognate duties as may be assigned.

## **G. Knowledge Officer**

### **Qualifications:**

- An undergraduate degree in the field ICT, Communication, media or equivalent
- Extensive experience in the scanning of the ICT industry, technologies, trends and innovations in the sector worldwide
- Experience in Computer Assisted tools and techniques for scanning the web and other relevant media

### **Duties and Responsibilities**

1. Keep the Authority abreast of current regulatory news and trends in connection with telecommunications and Internet matters while contextualising them for the Authority
2. Monitor with a view to disseminating both hard copy and electronic data and news for the Authority's information needs
3. Identify reports online and in journals, magazines, periodicals and other publications synthesising and analyzing them, when necessary, for the Authority's needs
4. Carry out an alertness service for use by the Authority
5. Carry out information searching and retrieval duties with a view to supporting research and executive functions at the Authority
6. Write reports, advisory notes, while contributing to publications and website contents
7. Coordinate with staff of the Authority over the development of internal information networks and intranet sites
8. Solicit input from stakeholders, NGO's, community groups and other parties regarding issues of pertinence to the Information and Communication Technologies sector.
9. Ensure compliance with IP framework in relation to proprietary information and any data being used by the Authority.

## **H. IT & Systems Engineer**

### **Qualifications:**

- A Bachelor's degree in computer science/Engineering/IT or equivalent
- CISSP, CEH certification and/or other security accreditation certifications desirable.
- Strong background in security of computer networks and systems
- Technical experience in network security products, cryptographic suites and firewalls
- Knowledge of computer forensics, network exploitation, ethical hacking, penetration testing and tool development would be a definite advantage

### **Duties and Responsibilities**

1. Maintain the existing ICT services on the Authority's corporate network
2. Assist in design work for improving quality of service of the Authority's network
3. Assist the Director/Manager on research projects
4. Perform IT regulatory activities
5. Conduct on-site inspections as and when required
6. Perform computer forensics testing activities
7. Perform any other cognate duties as may be assigned

### **I. 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.
- Candidates with relevant experience in the telecommunications field will have a definite advantage.

### **Duties and Responsibilities**

1. Work under supervision of Director/Manager, Engineering and Licensing 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
2. Perform any other cognate duties as may be assigned

## **J. Marketing/Communication Executive**

### **Qualifications:**

- Minimum of a diploma in Marketing/Communication or equivalent.
- A sound knowledge of IT
- Familiar with ICT regulatory issues.

### **Duties and Responsibilities**

1. Assist in market research in relation to the local and international ICT sector
2. Prepare marketing plans for information dissemination in relation to regulatory projects
3. Advise on the marketing aspect of the projects undertaken by the Authority
4. Provide updated inputs for the Authority's website in order to enhance the visibility of the Authority
5. Perform other cognate duties as may be assigned

## **K. IT & Systems Administrator**

### **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. Troubleshoot hardware and software systems at the Authority;
2. Maintain and Administrate the Authority's LAN;
3. Attend to IT issues of the Authority
4. Update and redesign the Authority's website as and when required
5. Perform such cognate duties as may be assigned

### **Additional information**

For all the positions, preference will be given to candidates with working experience in a regulatory environment.

**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 for each of the positions.

**26 February 2009**