PRIVATE SECONDARY SCHOOLS AUTHORITY

SCHEME OF SERVICE

POST: Systems Analyst/Senior Systems Analyst

Salary: Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

QUALIFICATIONS: A. A Cambridge Higher School Certificate with passes Principal Level in at least two subjects including Mathematics or passes in at least two subjects including Mathematics obtained on one certificate at the General Certificate of Education “Advanced Level”.

B. A degree in Computer Science or Computing and Information System from a recognized institution.

OR

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

C. Candidates should also:

a. Reckon at least two years’ post qualification experience in systems analysis, database design/administration and operation of multi-user systems; and

b. Be result-oriented, self-motivated and have the ability to work in a team.

Note:

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above, will also be considered provided they hold

(a) A Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of
Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board; and

(b) A Master’s Degree or a postgraduate diploma in one of the fields at B above or an equivalent qualification acceptable to the Board.

Qualification (a) under ‘Note’ should have been obtained prior to qualification at B above and at (b) under ‘Note’.

Candidates should produce written evidence of experience claimed.

DUTIES:

1. To be responsible for the analysis, development, testing, maintenance and support of IT applications within deadlines.

2. To perform database and system administration.

3. To set up, configure and maintain all computer systems.

4. To prepare network administration and management.

5. To prepare required program-level and user-level documentation, as well as training material and carry out training of end-users to support and promote usage of applications.

6. To ensure confidentiality and security of information.

7. To design and write systems documentation.

8. To define standards and methodologies to be used by the Authority.

9. 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 the Systems Analyst in the roles ascribed to him.