MAURITIUS SOCIETY OF AUTHORS

EXPRESSION OF INTEREST

The Mauritius Society of Authors (MASA), a body corporate established under the Copyright Act 2014, as amended, is seeking for the services of an ICT Technician which will be on a contractual basis to carry out digitalisation activities and other related ICT and networking activities at MASA.

REQUIREMENTS

II QUALIFICATIONS

A. A Diploma in Information Technology or Computer Science or an equivalent qualification acceptable by the Board.

B. (i) reckon at least three years' proven experience in a similar position;
(ii) possess good interpersonal and communication skills;
(iii) possess a critical and analytical mind and have a multi-disciplinary approach to problem-solving; and
(iv) demonstrate knowledge in the creative industries in the local and international context.

III SALARY

As per PRB Report 2026 (Negotiable)

IV SCOPE OF SERVICES

1. To design and implement the social media platforms including the website and/or any future means of digital contents;

2. To operate the internal system regarding data analysis, selection, matching, and finalisation of operations on the overall process of documentation (for both membership and repertoire);

3. To perform tasks in relation to the documentation of the Society on the approved internal documentation system and internation networks;

4. To assist in all matters relating to software applications and in resolving effectively all problems relating to IT equipment;

5. To install and configure software applications on workstations; troubleshoot problems with computer systems and make repairs and corrections accordingly;

6. To act as a technical resource person in assisting users to resolve problems with equipment and data management;

7. To prepare back-up for audit exercises;

8. To prepare specifications for procurement exercises and to liaise with service providers of the internal systems and other software solutions; and

9. To prepare technical reports as and when required.

NOTE: The ICT Technician on contract is required to work outside office hours including Saturdays, Sundays and public holidays as and when required.

V MODE OF APPLICATION

Interested and qualified candidates should submit their applications together with their CV, copy of their educational certificates and proof of their experience as well as a certificate of character or else a receipt made for a certificate of character. Applications should be made on the **prescribed application form** available at the Reception Counter, MASA House, Avenue des Artistes, Beau Bassin from **Monday to Friday 09.00 hours to 15.30 hours** or on our website https://masa.govmu.org.

Applications not made on the prescribed application form will not be considered.

Applications should be sent by **registered post** to:

The Director
Mauritius Society of Authors
MASA House, Avenue des Artistes
Beau Bassin
Mauritius

The post applied ie. “Post of ICT Technician” should be clearly marked on the top left-hand corner of the envelope.

VI Closing date of application is 27 November 2026.

Only shortlisted candidates will be contacted. MASA reserves the right not to retain the services of candidates following this advertisement. All applications should reach MASA within the closing date.

Date: 03 November 2026

Mauritius Society of Authors
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