

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Information and Communication Technology
- Post:** Chief Technical Officer, ICT
- Salary:** Rs 108,000 (04 00 98)
- Effective Date:** 16 May 2014
- Qualifications:**
- A. A degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree with Computer Science or Computer Engineering or Information Systems or Information Technology as a major component from a recognised institution.
 - B. A Master's degree in the field of Information Technology or Telecommunication or Business Administration from a recognised institution.
 - C. Candidates should –
 - (i) reckon at least 10 years' experience at senior management/technical level;
 - (ii) have the ability to provide strategic and visionary advice whilst keeping abreast of new trends in the ICT sector;
 - (iii) be able to lead and motivate teams of technicians and experts in the field of ICT; and
 - (iv) possess excellent organising, communication and interpersonal skills.

Candidates should produce written evidence of experience claimed.

Role and Responsibilities: To play a leading role in providing strategic direction for the development and growth of the ICT Sector.

- Duties:**
- 1. To be responsible to the head of the Ministry for the performance of the following duties –
 - (a) to formulate and implement policies and strategies in the ICT sector;

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S. Chandrasingh
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

16 May 2014
 Date.....

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- (b) to advise on the appropriate legal framework relating to ICT and its optimal use across all sectors;
 - (c) to ensure –
 - (i) the implementation of the appropriate recommendations in the National ICT Strategic Plan;
 - (ii) the functional alignment of the technical divisions of the Ministry;
 - (iii) the provision of effective ICT support services to Ministries/Departments;
 - (iv) the continuous review of operational procedures for effective service delivery in the ICT sector;
 - (v) the establishment of IT security standards and implementation of best IT security practices and the dissemination of knowledge on information security;
 - (vi) the promotion and adoption of new technologies and best practices in ICT;
 - (vii) the promotion of capacity building in ICT;
 - (d) to monitor progress in the implementation of e-government projects and to advise on corrective measures needed, if any;
 - (e) to evaluate e-government projects to assess the impact of service delivery;
 - (f) to liaise with the appropriate national and international stakeholders on professional and technical matters relating to ICT; and
 - (g) to prepare short-term and long-term plans in the context of Programme Based Budgeting (PBB) and Performance Management System (PMS) and to ensure the monitoring and implementation of these plans.
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 the Chief Technical Officer, ICT in the roles ascribed to him.



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[Signature]
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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

16 May 2014

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