GOVERNMENT OF MAURITIUS

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

Ministry: Prime Minister's Office (Civil Status Division)

Post: Assistant Operations and Support

Salary: Rs 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 36,575 (08 45 64)

Effective Date: 23 July 2014

Qualifications: By selection from among serving officers who hold a substantive appointment and who—

(a) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission.

(b) reckon at least 10 years' experience in the operation of National Identity Card (NIC) services; and

(c) possess good organising, communication and interpersonal skills.

Role and Responsibilities: To be responsible to the Head Operations and Support in the supervision of the Card Personalisation Centre.

Duties:

1. To assist the Head Operations and Support in the day-to-day administration of the Card Personalisation Centre.

2. To organise the operational activities of the Card Personalisation Centre, which include, among others—

   (i) investigation of exception cases;

   (ii) Identity Card Personalisation;

   (iii) Quality Control;

   (iv) delivery of personalised ID cards to National Identity Card Unit; and

   (v) assisting in elaboration of related standards operating Systems.

3. To assist the Civil Status Division in conducting verification and enquiries.

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
23 July 2014
4. To assist in the training of officers on new functionalities of the system.

5. To use ICT in the performance of his duties.

6. 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 Assistant Operations and Support in the roles ascribed to him.