GOVERNMENT OF MAURITIUS

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

Ministry: Technology, Communication and Innovation
(Central Information Systems Division)

Post: Assistant Operations Manager

Salary: Rs 27,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 43,775
(04 54 69)

Effective Date: 21 March 2016

Qualifications: By selection from among officers in the grades of Data Entry Controller and Computer Operations Controller (on roster) who reckon at least two years' service in a substantive capacity in their respective grade and possess excellent organising, communication and interpersonal skills.

Duties:

1. To assist the Operations Manager in planning, co-ordinating and executing all operations/activities in the Central Information Systems Division and the Information Services sections/units of Ministries/Departments.

2. To effect co-ordination between the different functions, plan, organise and schedule staff deployment and workload.

3. To assist in planning, procurement and approval of orders for computer consumables and stationery required and to manage associated stock.

4. 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 Manager in the roles ascribed to him.

CERTIFIED CORRECT

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

21 March 2016

Date........................................................