GOVERNMENT OF MAURITIUS

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

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

Post: Computer Operations Controller

Salary: Rs 19,000 x 600 – 23,200 x 800 – 28,000 (04 44 57)

Effective Date: 06 December 2011

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Computer Support Officer who reckon at least two years' service in a substantive capacity in the grade and who –

(i) possess good communication, interpersonal and organising skills;

(ii) have strong commitment and leadership skills; and

(iii) have the ability to work under pressure.

Duties: 1. To be responsible to the Operations Manager for the day-to-day operations of computer installations at the Central Information Systems Division and in Information Services Sections/Units of Ministries and Departments.

2. To assign, allocate, direct and review the work of Senior Computer Support Officers and Computer Support Officers under his responsibility, and provide mentoring, training and assistance, as and when required.

3. To liaise with officers in the Procurement and Supply Cadre for procurement/disposal of IT equipment and consumables at the workplace and keep inventories thereof.

4. To ensure effective maintenance of computer equipment and timely backup and safekeeping of applications and data, and keep records thereof.

5. To interact with users regarding operational problems and, if required, liaise with officers of the Systems Analyst Cadre or suppliers for resolution.

6. To monitor implementation of security features, including antivirus deployment and update, on user PCs.

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

06 December 2011

Date: ___________________________
7. To use ICT in the performance of his duties.

8. 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 Computer Operations Controller in the roles ascribed to him.

Note

Computer Operations Controllers may be required to work on a roster system within the Central Information Systems Division and in the Information Services Sections/Units of Ministries/Departments.