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: Senior Data Entry Officer

Salary: Rs 12,300 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 21,400 (04 29 48)

Effective Date: 01 July 2011

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Data Entry Officer who reckon at least three years’ service in a substantive capacity in the grade and who possess good communication and interpersonal skills.

Duties:

1. To assist the Data Entry Supervisor in his duties and replace him, as and when required.
2. To supervise, monitor and lead a team of Data Entry Officers.
3. To perform data capture and verification in data entry systems.
4. To scan input documents.
5. To input and amend records in computer systems and perform backups.
6. To test and validate Data Entry programs.
7. To mentor and provide training and assistance to Data Entry Officers, as and when required.
8. To use ICT in the performance of his duties.
9. 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 Senior Data Entry Officer in the roles ascribed to him.

Note

Senior Data Entry Officers will be required to work at the Central Information Systems Division and in the Information Services Sections/Units of Ministries/Departments.

CERTIFIED CORRECT

[Signature]

For Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date: 1 July 2011