GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Finance (Accountant-General's Division)
Post: Treasury Computer Room Supervisor
Salary: Rs 7,750 x 250 = 3,750 (CMP 8A)
Effective Date: 25 April, 1994
Qualifications: By promotion on the basis of work experience and merit of an officer from the grade of Treasury Computer Operator reckoning at least two years service in a substantive capacity in the grade.

Duties:
1. To be responsible for the day-to-day supervision of Treasury Computer Operators.
2. To allocate duties to the Computer Operators on a daily basis.
3. To reconcile output of data at various stages of processing.
4. To determine priorities of workload and determine the frequency of runs.
5. To ensure that passwords issued to staff with access to the system are not disclosed and are changed regularly.
6. To provide training and coaching in the use of terminals printers and associated peripherals.
7. To be responsible for the maintenance of equipment inventories, re-ordering of stationery and security arrangements.
8. To ensure that unauthorised persons do not have access to the Computer Room.
9. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

[Signature]

for Secretary for Public Service Affairs

Date 25 APR 1994