

GOVERNMENT OF MAURITIUS

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

- Department:** National Assembly
- Post:** Parliamentary ICT Support Officer
- Salary:** Rs 14,325 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 –
21,950 x 625 – 23,200 x 775 – 31,725 (04 028 062)
- Effective Date:** 22 January 2018
- Qualifications:**
- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained at one certificate at General Certificate of Education “Advanced Level”.
 - B. A Certificate in Information Technology or Computer Studies.
 - C. Candidates should –
 - (i) reckon at least six months practical experience in Computer Operations;
 - (ii) be able to install and configure ICT equipment including software; and
 - (iii) possess effective communication and interpersonal skills.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

Candidates should produce written evidence of experience claimed.

NOTE

The Parliamentary ICT Support Officer may be required to follow appropriate courses/undergo training to upgrade his ICT knowledge and skills.

- Duties:**
- 1. To assist the Parliamentary ICT Officer in his duties and to deputise for him whenever required.
 - 2. To install and configure common PC-related software and provide preventive measures and technical support thereon.

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for Secretary for Public Service

22 January 2018

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3. To operate computer systems including running of processes, handling of inputs, production of outputs, performing back-ups and keeping records thereof.
4. To comply with and promote applicable security standards in relation to computer systems.
5. To commission IT equipment.
6. To use ICT in the performance of his duties.
7. 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 Parliamentary ICT Support Officer in the roles ascribed to him.

Note

The Parliamentary ICT Support Officer is required to work at staggered hours.



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