GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources

Post: ICT Support Officer

Salary: Rs 9,600 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 - 15,000 x 500 – 16,000 x 600 – 19,600 (04 18 45)

Effective Date: 13 February 2012

Qualifications:

A.   (i)   Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings <u>or</u>

          (ii)   Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B.   A Cambridge Higher School Certificate <u>or</u> Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

C.   A Certificate of Proficiency in ICT from a recognised institution.

OR

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

2/…

CERTIFIED CORRECT

....

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date.............. 1 3 FEB 2012 ....

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

-2-

D.　Candidates should –

    (i)　reckon at least two years' experience in the teaching of ICT at primary school level;

    (ii)　be able to install and to configure ICT equipment including software packages; and

    (iii)　possess good communication and interpersonal skills.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience claimed.

NOTE 1

For the first intake, by selection from among persons who have been teaching ICT at primary school level in the Ministry of Education and Human Resources for a period of at least eight years and who possess the Certificate of Proficiency in ICT.

NOTE 2

ICT Support Officers will be required to undergo training to upgrade their ICT knowledge and skills.

Duties:　　1.　To be responsible to the Head Master of a school or Head Masters of a cluster of schools for-

    (i)　helping teachers in the preparation and delivery of the lesson plans using ICT;

    (ii)　providing support to teachers/pupils in the use of ICT resources when classes are run, including outside normal teaching hours;

    (iii)　loading of subject specific packages and providing general support in the use of these packages;

    (iv)　maintaining an overview of the implementation of the Ministry's and school's ICT policy;

    (v)　providing user support for standard hardware, software and network;

3/...

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

1 3 FEB 2012

Date...

(vi)   maintaining operational e-mail, intranet and internet systems and network;

(vii)   helping in the design of the School Development Plan relating to ICT;

(viii)   helping in the planning and implementation of staff development in ICT;

(ix)   facilitating, as required, the provision of ICT in other areas of the school and maintaining databases relevant to school administration;

(x)   ensuring successful operation and appropriate development of the school website, electronic messaging systems and electronic information providing systems;

(xi)   co-ordinating and maintaining auditable registers for school hardware and software;

(xii)   supervising network security issues, investigating into breaches of network security and reporting offenders to the Head Master;

(xiii)   ensuring that anti-virus measures are in operation and up-to-date; and

(xiv)   diagnosing problems related to internet access in schools and taking remedial action.

2.   To teach ICT, as and when required.

3.   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 ICT Support Officer in the roles ascribed to him.

Note

ICT Support Officers will be required to work during school vacations.

CERTIFIED CORRECT

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

Date....................1 3 FEB 2012.................