GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources

Post: Principal ICT Technician

Salary: Rs 21,425 x 750 – 29,675 x 900 – 34,175 x 1,200 -37,775 x 1,500 – 49,775 (06 46 73)

Effective Date: 16 July 2014

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of ICT Technician/Senior ICT Technician who reckon at least four years' service in a substantive capacity in the grade and who –

(i) possess problem-solving skills and are customer-oriented;

(ii) possess supervisory skills and have the potential to lead a team of officers; and

(iii) have the ability to work under pressure.

Duties:

1. To assist the Manager (ICT) and Assistant Managers (ICT) in co-ordinating and executing ICT projects.

2. To plan, co-ordinate and monitor the work of ICT Technicians/Senior ICT Technicians.

3. To provide guidance on technical issues regarding the implementation of ICT projects in the Ministry.

4. To participate in designing technical specifications and evaluating organizational hardware and software needs.

5. To supervise the installation, support and maintenance of hardware, software and network infrastructure.

6. To organize and carry out surveys for technical needs related to ICT hardware and software.

7. To carry out regular audits of ICT equipment and system and make appropriate recommendations.

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
16 July 2014

Date.................................
8. To advise on training needs and to provide technical training in ICT to subordinate staff.

9. To supervise the planning, maintenance and troubleshooting of ICT systems and make appropriate recommendations.

10. To intervene in schools and offices of the Ministry for major repairs, surveys, network problems and internet connectivity issues.

11. To liaise with IT solution providers for necessary maintenance support of ICT equipment.

12. To plan, co-ordinate, implement and provide assistance to e-learning projects of the Ministry.

13. To perform site inspections of ICT labs and IT Specialist rooms in schools to ensure their smooth running.

14. To organize and supervise the safe disposal of e-waste.

15. 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 Principal ICT Technician in the roles ascribed to him.

**Note**

Principal ICT Technicians may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.