

GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources

Post: Senior Computer Laboratory Attendant

Salary: Rs 12,900 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 20,800 (24 31 47)

Effective Date: 11 January 2011

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Computer Laboratory Attendant who –

- (i) reckon at least five years' service in a substantive capacity in the grade;
- (ii) have successfully completed an approved training course in computer repairs and maintenance; and
- (ii) possess good organising, supervisory and leadership skills.

Duties:

1. To be responsible for -
 - (a) the organisation of work, supervision, control and training of Computer Laboratory Attendants; and
 - (b) the general maintenance and repairs of ICT equipment.
2. To help in the write-off procedures of ICT equipment.
3. To provide general assistance in the administration of the Local Area Network (LAN).
4. To provide guidance and support in the routine maintenance of hardware and software and in keeping record of equipment.
5. To provide assistance to teachers for the running of hands-on sessions.
6. To perform the duties of Computer Laboratory Attendant, as and when required.

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CERTIFIED CORRECT

Akeem Singh

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 11 JAN 2011

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7. To provide assistance to the Computer Technician in -
 - (a) the configuration of hardware and software for various functions;
 - (b) solving software problems; and
 - (c) installing all types of software.

8. 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 Computer Laboratory Attendant in the roles ascribed to him.



CERTIFIED CORRECT

Alexandre

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

Date..... *11 JAN 2011*