

GOVERNMENT OF MAURITIUS

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

**Ministry:** Education and Human Resources  
**Post:** Manager (ICT)  
**Salary:** Rs 45,275 x 1,500 – 58,775 x 1,800 – 65,975 (04 70 83)  
**Effective Date:** 21 October 2014

**Qualifications:** A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.  
 B. A degree in Computer Science or Computer Engineering or Information Technology or Information Systems from a recognised institution.

OR

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

C. Candidates should –

- (i) (a) reckon at least five years’ post-qualification experience in the field of Information and Communication Technology with involvement in managing projects or in systems engineering (software and hardware) or  
 (b) reckon an aggregate of five years’ post-qualification experience in Information and Communication Technology with involvement in managing projects and in systems engineering (software and hardware);
- (ii) possess effective communication, interpersonal and training skills;
- (iii) be proactive and have the ability to meet target deadlines;
- (iv) be highly motivated and have the ability to work in teams;
- (v) possess good analytical and decision-making skills; and
- (vi) be conversant with latest technological developments in ICT and the latest trend of teaching thereof.

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*Akeasinghe*

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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

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**Note**

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” 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 or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a Master’s Degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under ‘Note’ should have been obtained prior to qualifications at B above and at (b) under ‘Note’.

Candidates should produce written evidence of experience claimed.

**Role and**

**Responsibilities:**

To be responsible for managing, co-ordinating, implementing, monitoring and driving all projects related to ICT in the Ministry including primary and secondary schools.

**Duties:**

- 1. To assist in the conceptualisation of projects and in the formulation of policies, standards and security norms with regard to Information and Communication Technology (ICT) projects of the Ministry.
- 2. To ensure that procedures and projects relating to ICT matters are consonant with policies and guidelines set by the Ministry of Education and Human Resources and the Ministry of Information, Communication and Technology.
- 3. To be responsible for the implementation of -
  - (a) ICT projects at all levels of the Ministry in close collaboration with other sections/divisions and schools; and

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- (b) information systems policies, standards and security norms in line with government policy.
- 4. To recommend appropriate ICT solutions for the Ministry and in the education sector.
- 5. To be responsible for the –
  - (i) management and maintenance of the Ministry's website; and
  - (ii) procurement and upkeep of ICT equipment in primary and state secondary schools including offices at Head Quarters and outstations; and
  - (iii) the organisation of ICT-related activities.
- 6. To establish linkages with international institutions in matters relating to education.
- 7. To represent the Ministry in ICT-related activities organised by other institutions.
- 8. To assist in the preparation of specifications and evaluation of project proposals in collaboration with the Ministry of Information, Communication and Technology.
- 9. To manage ICT solution providers in order to ensure proper operation of information systems.
- 10. To establish and achieve project deadlines.
- 11. To collaborate with the Ministry of Information, Communication and Technology for the planning, implementation and evaluation of information systems.
- 12. To recommend appropriate training for the personnel of the Ministry in line with government policy.
- 13. To maintain on-going awareness of developments in the field of ICT including applications in the educational sector.
- 14. To give advice on ICT-related issues to Assistant Managers (ICT), heads of schools and teachers, as and when required.
- 15. To conduct training programmes for heads of schools and teachers/educators of primary and state secondary schools as well as for officers of the Ministry.

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*Akeesha P*

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16. To give advice in pedagogical issues related to ICT in primary and state secondary schools.
17. To ensure that ICT norms are respected at the Ministry, in divisions/sections and in schools.
18. 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 Manager (ICT) in the roles ascribed to him.

**Note**

The Manager (ICT) may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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*Alexander*

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

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