

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

- Ministry:** Education and Human Resources
- Post:** Assistant Manager (ICT)
- Salary:** Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 (04 64 79)
- 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 three 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 three years’ post-qualification experience in Information and Communication Technology with involvement in managing projects and in systems engineering (software and hardware);
  - (ii) possess good organising, communication, interpersonal and training skills and have the potential to lead a team of officers;
  - (iii) possess analytical and managerial skills; and
  - (iv) be conversant with latest technological developments in ICT and the latest trend of teaching thereof.

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Ministry of Civil Service and  
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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 assist in the provision of IT services and technical advice to the Ministry.

Duties:

1. To assist the Manager (ICT) in the performance of his duties.
2. To implement policies, standards and security norms with regard to Information and Communication Technology (ICT) projects at the Ministry.
3. To implement, monitor and evaluate ICT projects at the level of the Ministry in close collaboration with other sections/divisions and schools.
4. To advise on appropriate ICT solutions for the Ministry and in the education sector.
5. To provide assistance in the management and maintenance of the Ministry’s website.

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6. To liaise with ICT solution providers, the Ministry of Information and Communication Technology and other Ministries/Departments and Parastatal Bodies in order to support proper operation of information systems.
7. To assist in the organisation of ICT-related activities.
8. To co-ordinate and monitor the work of subordinate staff and to provide guidance and assistance to them.
9. To assist in the preparation of specifications and evaluation of project proposals in collaboration with the Ministry of Information and Communication Technology.
10. To supervise network, system and database administration and software maintenance.
11. To represent the Manager (ICT) in meetings on ICT-related activities.
12. To ensure that project deadlines are achieved.
13. To assess training needs with a view to providing relevant training to the officers of the Ministry.
14. To maintain on-going awareness of developments in the field of ICT including applications in the education sector.
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 Assistant Manager (ICT) in the roles ascribed to him.

**Note**

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



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