

GOVERNMENT OF MAURITIUS

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

- Ministry:** Information Technology, Communication and Innovation
(Central Information Systems Division)
- Post:** Assistant Operations Manager
- Salary:** Rs 31,525 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 –
52,550 (04 063 082)
- Effective Date:** 24 February 2023
- Qualifications:** By selection from among officers in the grades of Data Entry Controller and
Computer Operations Controller (on roster) who reckon at least two years' service
in a substantive capacity in their respective grade and who possess –
- (i) good initiative and sound judgment;
 - (ii) good leadership and organising skills; and
 - (iii) good interpersonal and communication skills.
- Duties:**
1. To assist the Operations Manager in planning, coordinating and the execution of all operations/activities in the Central Information Systems Division and the IT Units of Ministries/Departments.
 2. To effect coordination between the different IT Units, plan, organise and schedule staff deployment and workload.
 3. To assist in planning, procurement and approval of orders for computer consumables and stationery required and to manage associated stock.
 4. To monitor performance and training of staff and take measures accordingly.
 5. 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 Operations Manager in the roles ascribed to him.



CERTIFIED CORRECT

B. D. Nundloll

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B. D. Nundloll (Mrs)
for Secretary for Public Service

24 February 2023

Date.....