

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:** Computer Operations Controller (on roster)
- Salary:** Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250
(04 058 080)
- Effective Date:** 24 February 2023
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Computer Support Officer/Senior Computer Support Officer (on roster) who reckon at least four years' service in a substantive capacity in the grade and who –
- (i) have good organising and leadership skills;
 - (ii) have strong commitment;
 - (iii) possess good interpersonal and communication skills; and
 - (iv) have the ability to meet tight deadlines
- Duties:**
1. To be responsible to the Operations Manager for the day-to-day operations of computer installations at the Central Information Systems Division and in IT Units of Ministries and Departments.
 2. To assign, allocate, direct and review the work of Computer Support Officers/Senior Computer Support Officers (on roster) under his responsibility, and provide mentoring, training and assistance, as and when required.
 3. To liaise with officers in the Procurement and Supply Cadre for procurement/disposal of IT equipment and consumables at the workplace and keep inventories thereof.
 4. To ensure effective maintenance of computer equipment and timely backup and safekeeping of applications and data, and keep records thereof.
 5. To interact with users regarding operational problems and, if required, liaise with officers of the Systems Analyst Cadre or suppliers for resolution.

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CERTIFIED CORRECT



B. D. Nundloll (Mrs)

for Secretary for Public Service

24 February 2023

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6. To monitor implementation of security features, including antivirus deployment and update, on user PCs.
7. 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 Computer Operations Controller (on roster) in the roles ascribed to him.

Note

Computer Operations Controllers (on roster) may be required to work on a roster system within the Central Information Systems Division and in the IT Units of Ministries/Departments.



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