

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

- Ministry:** Technology, Communication and Innovation (Central Informatics Bureau)
- Post:** Director (to be restyled Director, CIB)
- Salary:** Rs 110,000 (04 000 102)
- Effective Date:** 3 May 2016
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Deputy Director (to be restyled Deputy Director, CIB) who reckons at least two years' service in a substantive capacity in the grade and who –
- (i) has the ability to provide clear strategic advice in matters relating to the e-Government Agenda;
 - (ii) possesses excellent leadership, administrative and managerial skills; and
 - (iii) has the ability to lead a team of professionals.
- Role and Responsibilities:** To be responsible to the head of the Ministry for the management of the Central Informatics Bureau and the implementation of the e-Government Agenda.
- Duties:**
1. To be responsible for –
 - (a) the management and updating of the e-Government Agenda including the co-ordination of the strategic aspects of the operation; and
 - (b) planning the development and implementation of e-government programmes.
 2. To assist in the formulation of policies on –
 - (a) management of resources;
 - (b) elaboration of methodology/standards for computerisation;
 - (c) standardisation of operating systems and software packages; and
 - (d) security measures in respect of the e-Government Agenda.
 3. To evaluate e-government projects to assess the impact on service delivery and ensure the effective implementation of these projects.

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CERTIFIED CORRECT

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

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4. To assist in negotiations with institutions/stakeholders for the preparation of appropriate software for the e-government programmes and for the purchase of hardware.
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 Director (to be restyled Director, CIB) in the roles ascribed to him.



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