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

24 February 2023
Date.................................
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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[Signature]

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

24 February 2023
Date........................................................................