

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:** Data Entry Controller
- Salary:** Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 44,800 (04 058 077)
- Effective Date:** 24 February 2023
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Data Entry Supervisor who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) possess good organising skills; and
 - (ii) have the ability to manage a team of officers.
- Duties:**
1. To be responsible to the Operations Manager for all data capture activities at the Central Information Systems Division or in IT Units of Ministries/Departments.
 2. To receive input documents and electronic media and be responsible for their logging, distribution, tracking, safekeeping and subsequent dispatch.
 3. To supervise, draw up and monitor work schedules in accordance with agreed priorities from superiors.
 4. To be responsible for the planning, organisation and operation of data entry teams and for judicious work allocation.
 5. To interact with Computer Operations Section and/or Ministries/Departments in matters relating to the integrity, correctness and timeliness of data captured.
 6. To assist the Operations Manager in planning and procuring stationery required and the management of associated stock.
 7. To provide training and assistance to staff.
 8. 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 Data Entry Controller in the roles ascribed to him.

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CERTIFIED CORRECT



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

24 February 2023

Date.....



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Note:

Data Entry Controllers will be required to work on a shift system at either the Central Information Systems Division or in IT Units of Ministries/Departments.



CERTIFIED CORRECT

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

24 February 2023

Date.....