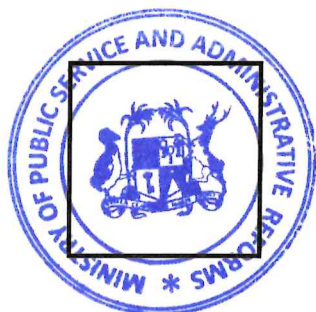


GOVERNMENT OF MAURITIUS

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

- Ministry:** Information Technology, Communication and Innovation
- Post:** Database Administrator (GOC) (Ex-NCB)
- Salary:** Rs 42,050 x 970 – 46,900 x 1,050 – 49,000 x 1,100 – 54,500 x 1,450 – 58,850 x 1,750 – 62,350 x 1,850 – 67,900 x 1,900 – 75,500 x 2,250 – 86,750 (04 065 094) (Personal)
- Effective Date:** 18 August 2026
- Qualifications:** By appointment of Database Administrators of the Government Online Centre (GOC) on the establishment of the former National Computer Board (now Mauritius Digital Promotion Agency) who have been redeployed to the Ministry of Information Technology, Communication and Innovation.
- Duties:**
1. To undertake all tasks related to database administration.
 2. To assist System Administrators (GOC) (Ex-NCB) to provide a compatible and effective database environment.
 3. To develop and implement data and database related standards, procedures and guidelines.
 4. To manage database objects.
 5. To grant database privileges and ensure security, integrity and privacy of the database.
 6. To process requests from users including generation of *ad hoc* reports.
 7. To develop and implement procedures pertaining to database server and related equipment as per the IT Security policy including, amongst others, the procedures for malware prevention.
 8. To be responsible for –
 - (a) the installation, monitoring and day-to-day administration, configuration, deployment, support and troubleshooting of all equipment running databases at the Government Online Centre data centre;
 - (b) ensuring that the whole data centre database server infrastructure is robust, reliable and secure;

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CERTIFIED CORRECT

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P. D. Neerunjun (Mrs)
for Secretary for Public Service

18 August 2026

Date.....

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

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- (c) ensuring adequate capacity planning pertaining to the database servers and related accessories, software, licenses;
 - (d) the database tuning for optimum performance;
 - (e) carrying out maintenance and updates on database servers and related equipment and providing advice on repairs and replacement;
 - (f) carrying out backup and restores on database servers as per established policies;
 - (g) monitoring of day-to-day activity such as performance and logs of database servers; and
 - (h) reviewing of logs to be done in consultation with other staff including System Administrators (GOC) (Ex-NCB), Network Administrators (GOC) (Ex-NCB) and the Information Security Analyst (GOC) (Ex-NCB).
9. To attend to database administration requests in a timely manner and provide any technical support as may be required.
10. To liaise with all stakeholders for the successful implementation of projects and resolution of issues.
11. To attend meetings as and when required and to provide reports accordingly.
12. To keep records of all database server configurations, topologies, changes including software and server inventory and ensure that such documentation is always up-to-date and available to all team members.
13. To maintain an updated database software and database server inventory for tracking purposes.
14. To ensure that tickets for any database-related requests are logged accordingly and followed up adequately until resolution.
15. To prepare technical specifications for the procurement of database-related equipment, software and solutions.

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CERTIFIED CORRECT

P. D. Neerunjun

P. D. Neerunjun (Mrs)
for Secretary for Public Service

18 August 2026

Date.....

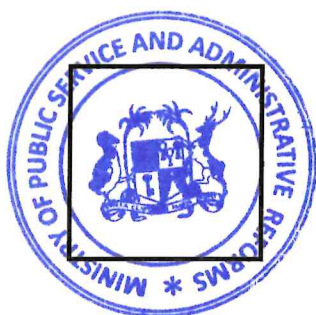
**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

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16. 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 Database Administrator (GOC) (Ex-NCB) in the roles ascribed to him.

Note

Database Administrators (GOC) (Ex-NCB) will be required to remain on call on a 24-hour basis including weekends and Public Holidays.



CERTIFIED CORRECT

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P. D. Neerunjun
P. D. Neerunjun (Mrs)
for Secretary for Public Service

18 August 2026
Date.....