

GOVERNMENT OF MAURITIUS

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

- Ministry:** Information Technology, Communication and Innovation
- Post:** Portal 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 the Portal Administrator of the Government Online Centre (GOC) on the establishment of the former National Computer Board (now Mauritius Digital Promotion Agency) who has been redeployed to the Ministry of Information Technology, Communication and Innovation.
- Duties:**
1. To be responsible for coordinating all aspects with regards to the design, development, maintenance and management of the Government Web Portal.
 2. To create and manage users and access privileges.
 3. To manage the updates of the content for all hosted websites under the purview of the Government Online Centre.
 4. To attend to requests on front end and back end services in a timely manner and ensure client satisfaction.
 5. To monitor page hit counts and site activity and to use the statistics to produce reports and improve the performance of the websites and portal.
 6. To perform installation, configuration and maintenance of web publishing solutions and ensure the smooth running and monitoring of websites including troubleshooting at application level.
 7. To keep records of all Portal Infrastructure coding, configurations, topologies, changes and ensure that such documentation is always up-to-date and available to all team members.
 8. To perform all development activities for websites and applications and ensure that the websites are secure and meet industry best practices/standards.
 9. To maintain an updated website, portal and related applications inventory for tracking purposes.

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

18 August 2026
Date.....

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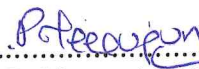
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10. To provide training on websites and applications update to Ministries and Departments.
11. To ensure that clients requests and tickets for any issues related to websites and portals are logged and followed up adequately ensuring timely resolution of issues.
12. To liaise closely with all stakeholders including suppliers and clients during the whole lifecycle of website and application development.
13. To perform any such Portal administration-related task to ensure compliance to GOC security policies and procedures.
14. To liaise with Ministries/Departments and other Government organisations for requirements' assessment, design and acceptance testing of solutions.
15. To assist the Manager (GOC) (Ex-NCB) in the performance of his duties.
16. To provide timely support to webmasters from the Central Information Systems Division and Parastatal bodies.
17. 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 Portal Administrator (GOC) (Ex-NCB) in the roles ascribed to him.

Note

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

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