

GOVERNMENT OF MAURITIUS

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

- Ministry:** Information Technology, Communication and Innovation
- Post:** System 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 System 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 ensure the smooth running of IT infrastructure and services.
 2. To maintain an updated equipment inventory for tracking purposes.
 3. To liaise with suppliers and other stakeholders for all connectivity issues and for the successful implementation of projects.
 4. To be responsible for –
 - (i) the day-to-day administration, configuration, deployment, support and troubleshooting of any system infrastructure and related equipment at the Government Online Centre data centre;
 - (ii) the installation of any operating system, software and necessary utilities for any system infrastructure and related equipment at the Government Online Centre data centre;
 - (iii) monitoring of all logs pertaining to any system infrastructure and related equipment at the Government Online Centre data centre;
 - (iv) ensuring that the whole data centre server infrastructure is robust, reliable and secure;
 - (v) ensuring adequate capacity planning pertaining to any system infrastructure and related equipment at the Government Online Centre data centre and related accessories, software, licenses;
 - (vi) ensuring appropriate system user management and policies;

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P. D. Neerunjun

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

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- (vii) carrying out maintenance and updates on any system infrastructure and related equipment as well as advise on repairs and replacement;
 - (viii) carrying out backup and restores as per established policies;
 - (ix) the development and implementation of procedures pertaining to any system infrastructure and related equipment as per the IT Security policy including, amongst others, the procedures for malware prevention;
 - (x) the monitoring of day-to-day activity, the logs of servers, Network Attached Storage and Storage Area Networks; and
 - (xi) reviewing of logs to be done in consultation with other staff including Network Administrators (GOC) (Ex-NCB) and the Information Security Analyst (GOC) (Ex-NCB).
5. To prepare technical specifications for the procurement of equipment, software and solutions.
 6. To attend to system administration requests in a timely manner and provide any technical support as may be required.
 7. To keep records of all configurations, topologies, changes and ensure that such documentation is always up-to-date and available to all team members.
 8. To ensure tickets for any system-related request are logged accordingly and followed up adequately until resolution.
 9. To perform any such system infrastructure and related equipment task to ensure compliance to GOC security policies and new procedures.
 10. To assist the Manager (GOC) (Ex-NCB) in the performance of his duties.
 11. To lead and manage GOC projects, from start to completion, while coordinating with relevant stakeholders and ensuring that all project deliverables are met within the defined scope, timeline and budget.
 12. To attend meetings, as and when required, and provide reports accordingly.

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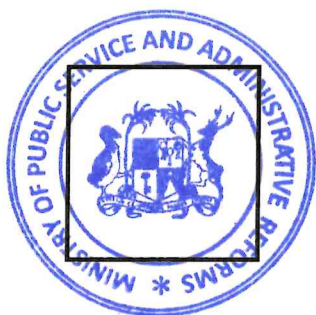
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13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the System Administrator (GOC) (Ex-NCB) in the roles ascribed to him.

Note

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



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