GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Information and Communication Technology)

Post: Computer Support Officer (on roster)

Salary: Rs 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 (04 25 57)

Effective Date: 10 October 2014

Qualifications:

A.   A Cambridge Higher School Certificate with a pass at "Principal Level" in Mathematics or Computer Studies or Passes in at least two subjects including Mathematics or Computer Studies obtained on one certificate at the General Certificate of Education "Advanced Level".

B.   A Certificate in Information Technology or Computer Studies from a recognised institution.

C.   A Certificate in PC Trouble Shooting from a recognised institution.

<div align="center">OR</div>

Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.

D.   At least six months practical experience in computer operations.

Candidates should produce written evidence of experience claimed.

Duties:

1.   To install and configure hardware and common PC-related software and provide preventive measures and technical support thereon.

2.   To operate computer systems including running of processes, handling of inputs, production of outputs, performing backups and keeping records thereof.

3.   To comply with and promote applicable security standards in relation to computer systems.

4.   To commission IT equipment.

5.   To carry out survey/audit of the technical features of computer equipment.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
10 October 2014
Date.....................................

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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6.   To troubleshoot computer hardware and software, as and when required.

7.   To use ICT in the performance of his duties.

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 Computer Support Officer (on roster) in the roles ascribed to him.

Note

Computer Support Officers (on roster) are required to work on a roster basis according to a plan specifying the commencing and finishing times of turns of duty which include night duty or not.

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