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: ICT Manager

Salary: Rs 40,775 x 1,500 – 58,775 x 1,800 – 65,975 (04 67 83)

Effective Date: 30 July 2014

Qualifications:

A.   A degree in Computer Science or Computer Engineering or Information Systems or Information Technology or any degree, the major component of which should be Computer Science or Computer Engineering or Information Systems or Information Technology from a recognised institution <u>or</u> an equivalent qualification acceptable to the Public Service Commission.

B.   Candidates should –

(i)   reckon at least four years' post-qualification experience in the field of IT, including two years involvement in managing IT projects;

(ii)   possess strong interpersonal, leadership and managerial skills; and

(iii)   have the ability to lead a team of IT personnel.

Candidates should produce written evidence of any experience claimed.

Role and Responsibilities: To be responsible for the running and maintenance of all IT infrastructure of the Rodrigues Regional Assembly, the development of new systems/software and the overall promotion of the ICT sector in Rodrigues.

Duties:

1.   To be responsible for the administration and management of the Information and Communication Technology Unit.

2.   To assist in the formulation of policy for the ICT sector in Rodrigues.

3.   To perform the following –

(i)   network, systems and database administration;

(ii)   software application maintenance and development; and

(iii)   quality assurance on computer systems.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
30 July 2014
Date..

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

-2-

4.   To prepare e-business/information plans for the computerisation of the different Commissions of the Rodrigues Regional Assembly.

5.   To design and conduct IT awareness campaigns/programmes.

6.   To prepare bid specifications for IT equipment and systems.

7.   To advise on IT matters.

8.   To provide guidance and consultancy on the choice of appropriate IT solutions.

9.   To conceive, develop and implement projects.

10. To identify IT training needs and co-ordinate training activities.

11. 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 ICT Manager in the roles ascribed to him.

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