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GOVERNMENT OF MAURITIUS

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

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**Organisation:**   Rodrigues Regional Assembly (Information and Communication Technology)

**Post:**   IT Technician (on roster)

**Salary:**   Rs 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 (04 048 080)

**Effective Date:**   30 August 2022

**Qualifications:**

A.   A diploma in Information Technology or Computer Science or Information Systems or Software Engineering from a recognised institution <u>or</u> an equivalent qualification acceptable to the Public Service Commission.

B.   Candidates should –

  (i)   reckon at least one year's experience in the maintenance and repairs of IT equipment;

  (ii)   possess effective interpersonal and communication skills;

  (iii)   be proactive and have the ability to meet tight deadlines; and

  (iv)   be highly motivated and have the ability to work in teams.

Candidates should produce written evidence of experience claimed.

**<u>NOTE</u>**

For the first intake, by appointment of the officer in post as at 31 December 2015 who holds a substantive appointment in the grade of Computer Support Officer (on roster) and who possesses a diploma in Information Technology or Computer Science or Information Systems or Software Engineering, who has opted for the revised emoluments and terms and conditions set out in the PRB Report 2016 and who opts to join the grade of IT Technician (on roster).

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CERTIFIED CORRECT

S. Nundloll
*for Secretary for Public Service*

30 August 2022
Date…………………………………………

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**Duties:**    1.    To be responsible to the ICT Manager for the performance of the following duties –

(i)    to install and configure hardware and common PC-related software and provide preventive measures and technical support thereon;

(ii)    to operate computer systems including running of processes, handling of inputs, production of outputs, performing backups and keeping records thereof;

(iii)    to comply with and promote applicable security standards in relation to computer systems;

(iv)    to commission IT equipment;

(v)    to carry out survey/audit of the technical features of computer equipment;

(vi)    to troubleshoot computer hardware and software, as and when required;

(vii)    to maintain, repair and administer the computer system, including all related peripherals;

(viii)    to provide general technical guidance and support to end-users;

(ix)    to devise appropriate systems of security in relation to hardware and software;

(x)    to provide basic user training on computer and software operations, as and when required; and

(xi)    to document all inventories for software and hardware.

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**S. Nundloll**
*for Secretary for Public Service*

**30 August 2022**
Date....................................................

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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2.      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 IT Technician (on roster) in the roles ascribed to him.

**Note**

IT Technicians (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 may include night duty or not.

**CERTIFIED CORRECT**

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S. Nundloll
*for Secretary for Public Service*

**30 August 2022**
Date................................................