

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

Ministry: Technology, Communication and Innovation (Central Informatics Bureau)

Post: Deputy Director (to be restyled Deputy Director, CIB)

Salary: Rs 89,000 x 3,000 – 95,000 (04 096 098)

Effective Date: 3 May 2016

Qualifications: By selection from among officers of the Central Informatics Bureau who –

- (i) reckon –
 - (a) at least two years' service in a substantive capacity in the grade of Chief Project Manager (to be restyled Lead Programme Manager, CIB) or an aggregate of at least six years' service in a substantive capacity in the grades of Chief Project Manager (to be restyled Lead Programme Manager, CIB) and Project Manager (to be restyled Programme Manager, CIB);
 - (b) at least six years' service in a substantive capacity in the grade of Project Manager (to be restyled Programme Manager, CIB);
- (ii) possess excellent organising skills and have the ability to meet tight deadlines;
- (iii) have good initiative and possess sound judgment; and
- (iv) have strong interpersonal and problem-solving skills.

Role and Responsibilities: To be responsible to the Director (to be restyled Director, CIB) and to assist him in the day-to-day management of the Central Informatics Bureau and in the implementation of the e-Government Agenda.

- Duties:**
1. To be responsible for –
 - (a) assisting in the development and implementation of e-government projects;
 - (b) ensuring that security measures are complied with;
 - (c) maintaining an awareness of information technology developments with the purpose of recommending the most cost-effective application;

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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- (d) ensuring compatibility across all applications;
 - (e) providing guidance and consultancy on the choice of software and hardware tools and liaising with relevant agencies; and
 - (f) assessing the training needs of IT staff in relation to the implementation of e-government projects.
2. To keep abreast of new trends and developments in the field of ICT.
 3. 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 Deputy Director (to be restyled Deputy Director, CIB) in the roles ascribed to him.



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[Signature]
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Ministry of Civil Service and
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