

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

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

Post: Programme Manager, CIB

Salary: Rs 42,325 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 (04 072 093) [Personal to officers in post as at 31.12.15]
Rs 42,325 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 74,350 (04 072 091) [Future Holder]

Effective Date: 15 March 2019

Qualifications: A. By selection from among –

(i) officers in the grade of Senior Systems Analyst and Systems Analyst on the establishment of the Central Information Systems Division who possess a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology from a recognised institution and who reckon at least six years' experience in a substantive capacity in the grade or an aggregate of at least six years' in the grades of Senior Systems Analyst and Systems Analyst

AND

(ii) candidates who possess a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology from a recognised institution and who reckon at least four years' postgraduate experience in the field of IT including two years' involvement in managing IT projects.

OR

Equivalent qualifications to A (i) and A (ii) above acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess good communication and management skills; and
- (ii) have the potential to lead and manage a project as well as a team of IT personnel.

Candidates should produce written evidence of experience claimed.

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CERTIFIED CORRECT

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D. Gowry (Mrs)
for Secretary for Public Service

15 March 2019

Date.....

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Role and Responsibilities: To provide project management services and technical advice to Ministries/Departments.

- Duties:**
1. To assist Ministries/Departments in the identification of opportunities for improving effectiveness and efficiency through Information Technology.
 2. To provide guidance and consultancy services on the choice of appropriate IT solutions.
 3. To prepare specifications and evaluate project proposals in collaboration with end-users.
 4. To establish and achieve project deadlines within allocated budget and acceptable levels of quality.
 5. To assist in planning, implementation and evaluation of Information Systems.
 6. To recommend Information Systems policies, standards and security norms.
 7. To manage IT solution providers.
 8. To recommend appropriate training for Information Systems personnel and other users.
 9. 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 Programme Manager, CIB in the roles ascribed to him.

Note

1. Programme Managers, CIB will be expected to work in close collaboration with one another and may be posted to Ministries/Departments in connection with the implementation of projects.
2. Programme Managers, CIB should maintain on-going awareness of developments in the field of Information Technology.



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