

GOVERNMENT OF MAURITIUS

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

- Ministry:** Information Technology, Communication and Innovation
(Central Information Systems Division)
- Post:** Data Entry Supervisor
- Salary:** Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 –
35,650 x 900 – 37,450 x 950 – 41,250 (04 047 074)
- Effective Date:** 03 July 2023
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Data Entry Officer who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) possess supervisory skills; and
 - (ii) have the ability to motivate a team of officers.
- Duties:**
1. To supervise the Data Entry Section and its personnel.
 2. To draw up and monitor work schedules in accordance with predetermined priorities from supervisors and to allocate work to Data Entry personnel.
 3. To check all data entry programmes and set up for data entry.
 4. To liaise with the Computer Operations Section and to be responsible for the integrity, correctness and timeliness of data transferred for processing.
 5. To assemble source documents into their original batches and despatch same to the appropriate user/section.
 6. To record all incoming and outgoing documents and data transfers.
 7. To submit regular reports on staff performance to Data Entry Controller and assist in the organisation and operation of the shift system.
 8. To provide training and on the spot assistance to staff.
 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 Data Entry Supervisor in the roles ascribed to him.

Note

Data Entry Supervisors will be required to work on a shift system at either the Central Information Systems Division or in IT Units of Ministries/Departments.

CERTIFIED CORRECT



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B. D. Nundloll (Mrs)
for Secretary for Public Service

03 July 2023

Date.....

