

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:** Operations Manager
- Salary:** Rs 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 57,600
(04 070 085)
- Effective Date:** 24 February 2023
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Operations Manager who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) possess strong leadership skills; and
 - (ii) have good initiative and possess sound judgment.
- Role and Responsibilities:** To be responsible to the Director CISD for the provision of an effective and efficient IT support service within Ministries/Departments.
- Duties:**
1. To be responsible for all computer operations, IT support and data capture activities undertaken by the Central Information Systems Division.
 2. To plan, organise and monitor all activities of an operational nature.
 3. To provide leadership and direction in the development of standards, procedures, strategies and work flows to improve operational efficiency and ensure optimal use of resources.
 4. To coordinate IT support services among the different IT Units.
 5. To plan, procure and approve orders for computer consumables and stationery required and to manage associated stock.
 6. To work out and enforce data entry and operating standards, procedures and techniques to improve efficiency of equipment operations.
 7. 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 Operations Manager in the roles ascribed to him.



CERTIFIED CORRECT

B. D. Nundloll

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

24 February 2023

Date.....