

GOVERNMENT OF MAURITIUS

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

- Department:** Public Service Commission and Disciplined Forces Service Commission
- Post:** Manager, ICT
- Salary:** Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (04 069 085)
- Effective Date:** 29 November 2019
- Qualifications:**
- A. A degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering, or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (a) (i) reckon at least five years' post-qualification experience in the development and management of ICT infrastructure including involvement in managing projects or in System Engineering (software and hardware) or
- (ii) reckon an aggregate of five years' post-qualification experience in the development and management of ICT infrastructure including involvement in managing projects and in System Engineering (software and hardware);
- (b) be conversant with latest technological developments in ICT, e-recruitment processes and HR related matters;
- (c) possess a track record of having led a team of IT personnel in a highly critical environment;
- (d) possess effective interpersonal, communication and leadership skills; and
- (e) possess good analytical, organising and decision-making skills.

Candidates should produce written evidence of experience claimed.

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CERTIFIED CORRECT

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D. Gowry
D. Gowry (Mrs)
for Secretary for Public Service

29 November 2019

Date.....



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**Role and
Responsibilities:**

To be responsible for the efficient and effective management of the ICT infrastructure and sustaining the computerised system of the Public Service Commission and Disciplined Forces Service Commission.

Duties:

1. To be responsible to the Secretary, Public Service Commission and Disciplined Forces Service Commission for the performance of the following duties –
 - (a) conceptualisation of projects and the formulation of policies, standards and security norms with regard to Information and Communication Technology (ICT) projects of the Commissions;
 - (b) manage, coordinate, monitor and assist in implementing all ICT projects in accordance with best practices and appropriate standards for the Commissions;
 - (c) proper administration, maintenance and upgrading of the e-recruitment system and the existing Information Technology infrastructure of the system;
 - (d) manage and maintain the Commission's website and the ongoing ICT Strategy;
 - (e) prepare specifications and evaluate project proposals in collaboration with the Ministry of Technology, Communication and Innovation;
 - (f) coordinate ICT solution providers in order to ensure proper operation of Information Systems;
 - (g) ensure availability of the internal Computerised Systems of the Public Service Commission and Disciplined Forces Service Commission; and
 - (h) maintain ongoing awareness of developments in the field of ICT and provide training to all users with respect to the implementation of new IT System at the Public Service Commission and Disciplined Forces Service Commission.

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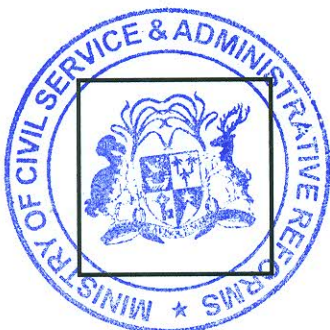
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2. To liaise and coordinate with all stakeholders involved for the smooth running of the e-recruitment system.
3. To control, coordinate and supervise the work of officers working under his responsibility.
4. To ensure that ICT norms are respected in different sections of the Commissions.
5. 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 Manager, ICT in the roles ascribed to him.

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