PROPOSED SCHEME OF SERVICE

Organisation: Mauritius Standards Bureau

Post: Computer Support Officer

Salary: Rs 17565 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 – MSB 9

Qualifications:

A. A Cambridge Higher School Certificate with a pass at "Principal Level" in Mathematics or Computer Studies or Computer Science **or** Passes in at least two subjects including Mathematics or Computer Studies or Computer Science obtained on one certificate at the General Certificate of Education "Advanced Level".

B. A Certificate in Information Technology or Computer Studies or Computer Science from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the Standards Council.

Duties:

1. To assist the IT Officer/Systems Administrator in the performance of his duties.

2. To coordinate and perform computer operations and support activities.

3. To install and configure hardware and software and provide preventive measures and technical support thereon.

4. To operate computer systems, perform backups and keep records thereof.

5. To comply with and implement security measures to computer systems.

6. To commission ICT equipment.

7. To carry out survey/audit of the ICT equipment and keep records thereof.

8. To troubleshoot computer hardware and software, as and when required.

9. To use ICT in the performance of his duties.

10. 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 Computer Support Officer in the roles ascribed to him.