

PROPOSED SCHEME OF SERVICE

Organisation: University of Technology, Mauritius

Post: Computer Support Officer (Roster - Day and Night)

Salary: Rs 18,100 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 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 – 39,350 (UTM 19)

Qualifications: A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sitting, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics or Computer Studies or Computer Science obtained on one certificate 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”.
- C. A Certificate in Information Technology or Computer Studies or Computer Science from a recognised institution.

OR

Equivalent qualifications to A, B and C above acceptable to the Board of the University of Technology, Mauritius.

- Duties:**
1. To assist the Technician/Senior Technician (Roster – Day and Night) 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.

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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 (Roster – Day and Night) in the roles ascribed to him.

Note

Computer Support Officers (Roster – Day and Night) will be required to work on a roster basis according to a plan specifying the commencing times and the finishing times of turns of duty that may include night duty.

