

SCHEME OF SERVICE

Organisation: Mauritius Cane Industry Authority

Post: Computer Support Officer

Salary: Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Qualifications:

- A. A Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics or Passes in at least two subjects including Mathematics obtained on one certificate at the General Certificate of Education “Advanced Level”.
- B. A Certificate in Information Technology or Computer Studies from a recognised institution.
- C. A Certificate in PC Trouble Shooting from a recognised institution.

OR

Equivalent qualifications to A, B and C above acceptable to the Board.

Duties

1. To install and configure hardware and common PC related software and provide preventive measures and technical support thereon.
2. To operate computer systems, include running or processes, handling of inputs, production of outputs, performing backups and keeping records thereof.
3. To comply with and promote applicable security standards in relation to computer systems.
4. To commission IT equipment.
5. To carry out survey/audit of the technical features of computer equipment.
6. To troubleshoot computer hardware and software, as and when required.
7. To use ICT in the performance of his/her duties.
8. 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/her.