Vacancy for Post of Assistant Data Protection Officer
Ministry of Technology, Communication and Innovation
(Data Protection Office)

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Data Protection Officer in the Ministry of Technology, Communication and Innovation.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. Candidates should possess:

(i) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and

(ii) A diploma in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering from a recognised institution.

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least two years’ post-qualification experience in the field of Information Technology and data handling; and

(ii) possess good analytical and communication skills.

NOTE

1. Candidates should produce written evidence of experience claimed.

2. The onus for the submission of written evidence of experience claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience claimed and Equivalence Certificate, as appropriate, by the closing date.
3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:
   (i) to convene only the best qualified candidates for interview; and
   (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To examine data protection registration, including online registration and renewal forms to ensure that they meet the set requirements.

2. To issue renewal notices to controllers and processors and take follow up action on payments.

3. To assist Data Protection Officer/Senior Data Protection Officers in the performance of their duties including, inter alia, the following –
   (a) carrying out –
       (i) investigations in accordance with the Data Protection Act;
       (ii) research activities on IT and data security; and
       (iii) periodical audits and certifications of the systems of controllers and processors;
   (b) training controllers and processors;
   (c) effecting service of enforcement notices on controllers and processors; and
   (d) taking such measures, as may be necessary, to bring the provisions of the Data Protection Act to the knowledge of the general public.

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

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 Assistant Data Protection Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1225 – 40,800 x 1525 – 42,325 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address:

   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.
3. Candidates are requested to follow the procedures that can be accessed through the “How To Apply” option on the above address.

4. Candidates already in the service should submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by e-mail. Candidates are advised to submit their e-mail address.

6. For queries regarding Username & Password, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For technical support and other queries, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the on-line Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner's Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commissions/Embassies overseas.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, not later than 3.00 p.m. (local time) on Thursday 26 September 2019. Applications received after the specified closing date and time will not be considered.

Date: 06 September 2019

Public Service Commission, 7, Louis Pasteur Street, FOREST SIDE.