Applications are invited from qualified candidates who wish to be considered for appointment as Legal Executive 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**

Candidates should possess a degree in Law or Law and Management or an equivalent qualification acceptable to the Public Service Commission.

**NOTE**

1. The onus for the submission of written evidence of 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 Equivalence Certificate, as appropriate, by the closing date.

2. 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. **ROLE AND RESPONSIBILITIES**

To assist the Data Protection Commissioner on legal issues as well as oversee the legal activities of the Office.

V. **DUTIES AND SALARY**

1. To assist the Data Protection Commissioner in the performance of duties of a legal nature in accordance with the Data Protection Act.

2. To issue codes of practice or guidelines for the purposes of the Data Protection Act.
3. To exercise control on all data processing activities and carry out research on legal aspects of data protection.

4. To promote self-regulation among controllers and processors.

5. To investigate into any complaint or information received, to prepare and swear on information in respect of an offence under the Data Protection Act and prepare relevant documents for submission in Court.

6. To provide legal assistance and advice on compliance with the Data Protection Act and high risk processing operations and personal data breaches.

7. To draft enforcement notices and applications for warrants.

8. To provide training to controllers and processors and take such measures as may be necessary to bring the provisions of the Data Protection Act to the knowledge of the general public.

9. To cooperate with supervisory authorities of other countries, to the extent necessary for the performance of his duties under the Data Protection Act, in particular by exchanging relevant information in accordance with any other enactment.

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

11. 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 Legal Executive in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 25,525 x 775 - 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

VI. 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 09.00 a.m. to 03.30 p.m. on weekdays and not later than 03.00 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** also 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 help desk of the Public Service Commission may be contacted on 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 online 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.

**VII. 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**.