Vacancy for Post of Data Protection Officer/Senior 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 Data Protection Officer/Senior 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**

Candidates should:

(i) possess a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering, or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(ii) reckon at least five years’ post-qualification experience in the field of Information Technology and data processing; and

(iii) have good analytical, interpersonal 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. ROLE AND RESPONSIBILITIES

To be responsible for all matters relating to inspections and investigations in line with the Data Protection Act.

V. DUTIES AND SALARY

1. To be responsible for the performance of the following duties –

   (a) to investigate any complaint or information which may give rise to a suspicion that an offence may be committed and swear on information in respect of an offence under the Data Protection Act;

   (b) to carry out –

      (i) registration activities, including online registration;

      (ii) inspections and assessments of the security measures imposed on controllers and processors;

      (iii) periodical audits of the systems of controllers and processors to ensure compliance with the data protection principles specified in the Act and carry out protection certifications; and

      (iv) research activities on IT and data security;

   (c) to effect service of enforcement notices on controllers or processors;

   (d) to enter and search any premises for the purposes of discharging any duties under the Act;

   (e) to provide training to controllers and processors;

   (f) to take such measures, as may be necessary, to bring the provisions of the Data Protection Act to the knowledge of the general public;

   (g) to provide assistance and advice to other regulators to ensure that security and other measures implemented are in line with data protection principles and prepare advice on high risk processing operations and personal data breaches;

   (h) to manage data protection compliance in accordance with the Data Protection Act; and
(i) 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 related enactment.

2. To assist the Data Protection Commissioner in the performance of his duties.

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

4. 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 Data Protection Officer/Senior Data Protection Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 27,850 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950a 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/ServingOfficersHome.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 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 any other queries, the help desk 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.

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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 Public Service, Administrative and Institutional 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, Forest Side, not later than 3.00 p.m (local time) on Monday 06 January 2020. Applications received after the specified closing date and time will not be considered.

Date: 17 December 2019

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