MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 129 OF 2019

Vacancy for Post of Disclosure Officer
Office of the Director of Public Prosecutions

Applications are invited from qualified candidates who wish to be considered for appointment as Disclosure Officer in the Office of the Director of Public Prosecutions.

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 a diploma in Legal Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of written evidence of knowledge 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 knowledge 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 the overall disclosure and communication of prosecution materials to the defence within the Office of the Director of Public Prosecutions.

V. **DUTIES AND SALARY**

1. To examine and assess all relevant materials which are subject to disclosure.

2. To decide on suitable disclosure methods.

3. To be responsible for the preparation and drafting of disclosure guidelines.

4. To oversee and coordinate the disclosure process and ensure the accuracy, integrity and timeliness of all submissions.

5. To be accountable and responsible for unused materials.

6. To ensure suitable handling and classification of all sensitive materials.

7. To attend court hearings where necessary in order to assist Counsel at the Office of the Director of Public Prosecutions and Prosecuting Counsel with any disclosure issue that may arise and may be required to give evidence on matters appertaining to disclosure.

8. To be responsible for editing, as required, within disclosure and evidentiary rules surrounding sensitivity of all relevant disclosable material prior to disclosure to the defence and responsible for sending and collating all letters issued to persons holding unused material.

9. To liaise with officers on all matters surrounding disclosure of exhibits, inclusive of complex regulatory investigations, where there is a necessity to provide disclosure material at the point of issuing preliminary findings.

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 Disclosure Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale of Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 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](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 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 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 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, not later than 3.00 p.m. (local time) on Wednesday 19 February 2020. Applications received after the specified closing date and time will not be considered.

Date: 30 January 2020

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